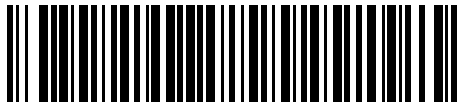
SPT 1700 Series



Product Reference Guide

SPT 1700 Series Product Reference Guide



70-37544-02
Revision A —April 2000

Symbol Technologies, Inc. One Symbol Plaza, Holtsville N.Y. 11742-1300

SPT 1700 Series
Product Reference Guide

70-37544-02
Revision A
April 2000

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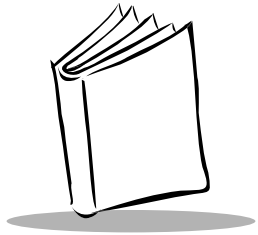
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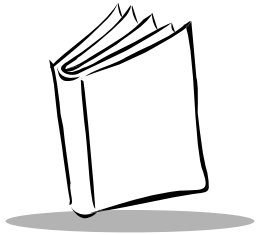
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About This Guide

Introduction

The SPT 1700 product family is the next generation of pen-based, one- and two-dimensional bar code scanning, pocket-sized terminals which also offer a new ruggedized design, rechargeable lithium-ion battery, and optional wireless local area networking capability. The complete line of SPT 1700 products are based on the popular Palm Computing™ platform architecture, offering users a fast, friendly, and flexible interface for data acquisition and management. The SPT 1700 consists of the following models.

SPT 1700	Performs 1- and 2-dimensional scanning and batch communication. Three memory configurations are available: ♦ 2MB ROM/2MB RAM ♦ 2MB ROM/8MB RAM ♦ 4MB ROM/8MB RAM.
SPT 1740	Performs 1- and 2-dimensional scanning and uses the Symbol Spectrum24® radio to perform local area wireless communication. This model has the same available memory configurations as the SPT 1700.

The SPT 1700 Series Product Reference Guide provides information about the SPT 1700 Series terminal and its accessories.

Chapter Descriptions

Topics covered in this guide are as follows:

- ***Chapter 1, Getting Started with Your SPT 1700***, explains the physical buttons and controls on your SPT 1700 terminal, how to install and charge the battery, start your SPT 1700 terminal for the first time, and set up your Symbol Palm Terminal (SPT) Desktop software.
- ***Chapter 2, Spectrum24 Setup***, explains how to set up your SPT 1740 terminal for use on Symbol's Spectrum24 wireless LAN.
- ***Chapter 3, Working with Your SPT 1700 Terminal***, explains how to open applications, use the on-screen keyboard, write with the stylus and use common features on your SPT 1700 terminal.
- ***Chapter 4, Finding Information with Your SPT 1700 Terminal***, explains how to locate information on your SPT 1700 terminal with the Find command and the Phone Lookup command.
- ***Chapter 5, Applications: Address Book***, explains the Address Book application, which enables you to keep names, addresses, phone numbers and other information about your personal or business contacts.
- ***Chapter 6, Applications: Calculator***, explains the Calculator application, which allows you to perform simple calculations on your SPT 1700.
- ***Chapter 7, Applications: Date Book***, covers the Date Book application, which enables you to quickly and easily schedule appointments or any kind of activity associated with a time and date.
- ***Chapter 8, Applications: Expense***, explains the Expense application, which enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer.
- ***Chapter 9, HotSync***, describes the HotSync utility, which allows you to synchronize data between the SPT 1700 and your computer.
- ***Chapter 10, Applications: Mail***, describes the Mail application which enables you to manage your e-mail while away from your desk.
- ***Chapter 11, Applications: Memo Pad***, explains the Memo Pad application, which provides a place to take notes not associated with Date Book, Address Book or To Do items.
- ***Chapter 12, Applications: Preferences***, describes the Preferences screens, which enable you to customize the configuration options on your SPT 1700 terminal.

Included in this chapter are instructions on configuring your SPT 1700 terminal for use in the Spectrum24 environment.

- ***Chapter 13, Applications: Security***, covers the security options available for protecting your SPT 1700 from unauthorized users.
- ***Chapter 14, Applications: To Do List***, describes the To Do List application, which is a convenient place to create reminders and prioritize the things that you have to do.
- ***Chapter 15, Applications: Laser Scanner***, covers laser scanner applications and the proper methods for scanning 1- and 2-dimensional bar codes.
- ***Chapter 16, Installing and Removing Applications***, explains how to install and remove applications on your SPT 1700 terminal and how to remove the Symbol Palm Terminal (SPT) Desktop software from your computer.
- ***Chapter 17, Getting Help with your SPT 1700***, describes methods for troubleshooting problems with the SPT 1700, and contact phone numbers for technical support.
- ***Chapter 18, Maintaining Your SPT 1700***, provides information to help you take proper care of your SPT 1700 terminal and prolong battery life. This chapter also discusses how to reset your SPT 1700 terminal.
- ***Appendix A, Expense Templates***, provides illustrations of the four expense templates that come with the Symbol Palm Terminal (SPT) Desktop software.
- ***Appendix B, Creating a Custom Expense Report***, explains how to modify existing Expense application templates, and how to create your own custom expense report templates for use with the Expense application.
- ***Appendix C, Non-ASCII Characters for Login Scripts***, provides information to enable you to create custom login scripts that require non-ASCII characters. This information is for advanced users only.
- *Appendix D, The ScoutMTS Client*, provides information about the using the ScoutMTS Client on the SPT 1700.

Notational Conventions

This document uses these conventions:

- "terminal" refers to any model of SPT 1700.
- "User" refers to anyone using an application on the SPT 1700.
- "You" refers to the End User, System Administrator or Technical Support person using this manual as a reference to install, configure, operate, maintain and troubleshoot the SPT 1700.

- *Italics* are used to highlight specific items in the general text, and to identify chapters and sections in this and related documents.
- Bullets indicate:
  - lists of alternatives or action items.
  - lists of required steps that are not necessarily sequential.
- Numbered lists indicate a set of sequential steps, i.e., those that describe step-by-step procedures.
- "Tap" refers to selecting an option on the display using the stylus.

Related Documents

- *SPT 1700 Series Quick Reference Guide*, p/n 70-37543-xx
- *CRD1700-4000S Cradle Quick Reference Guide*, p/n 60308-001
- *CRD 1700-1000S Cradle Quick Reference Guide,* p/n 70-37840-xx
- *CRD 1700-1000M Modem Cradle Quick Reference Guide*, p/n 70-40933-xx
- *CRD 1700-4000E Ethernet Cradle Quick Reference Guide*, p/n 72-39472-xx
- *MSR 3000 Magnetic Stripe Reader Quick Reference Guide*, p/n 72-38392-xx
- *MSR 3000 Magnetic Stripe Reader System Software Manual*, p/n 72-38411-xx
- *Spectrum24 Access Point AP-3020 Product Reference Guide*, p/n 70-20504-xx
- *SPT 1740 Spectrum24 Driver Extensions Library Developer's Guide*, p/n 70-38524-xx.

Service Information

If you have a problem with the SPT 1700 equipment, contact the Symbol Support Center. If your problem cannot be resolved over the phone, you may need to return your equipment for servicing. If that is necessary, you will be given special directions.

Note: *Symbol Technologies is not responsible for any damages incurred during shipment if the approved shipping container is not used. Shipping the units improperly can possibly void the warranty. If the original shipping container has not been kept, contact Symbol to have another sent to you.*

Symbol Support Centers

For service information, warranty information or technical assistance contact or call the Symbol Support Center in:

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Symbol Technologies, Inc.
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If you purchased your Symbol product from a Symbol Business Partner, contact that Business Partner for service.

Warranty

Symbol Technologies, Inc. (“Symbol”) manufactures its hardware products in accordance with industry-standard practices. Symbol warrants that for a period of twelve (12) months from date of shipment, products will be free from defects in materials and workmanship.

This warranty is provided to the original owner only and is not transferable to any third party. It shall not apply to any product (i) which has been repaired or altered unless done or approved by Symbol, (ii) which has not been maintained in accordance with any operating or handling instructions supplied by Symbol, (iii) which has been subjected to unusual physical or electrical stress, misuse, abuse, power shortage, negligence or accident or (iv) which has been used other than in accordance with the product operating and handling instructions. Preventive maintenance is the responsibility of customer and is not covered under this warranty.

Wear items and accessories having a Symbol serial number, will carry a 90-day limited warranty. Non-serialized items will carry a 30-day limited warranty.

Warranty Coverage and Procedure

During the warranty period, Symbol will repair or replace defective products returned to Symbol's manufacturing plan in the US. For warranty service in North America, call the Symbol Support Center at 1-800-659-2240. International customers should contact the local Symbol office or support center. If warranty service is required, Symbol will issue a Return Material Authorization Number. Products must be shipped in the original or comparable packaging, shipping and insurance charges prepaid. Symbol will ship the repaired or replacement product freight and insurance prepaid in North America. Shipments from the US or other locations will be made F.O.B. Symbol's manufacturing plant.

Symbol will use new or refurbished parts at its discretion and will own all parts removed from repaired products. Customer will pay for the replacement product in case it does not return the replaced product to Symbol within 3 days of receipt of the replacement product. The process for return and customer's charges will be in accordance with Symbol's Exchange Policy in effect at the time of the exchange.

Customer accepts full responsibility for its software and data including the appropriate backup thereof.

Repair or replacement of a product during warranty will not extend the original warranty term.

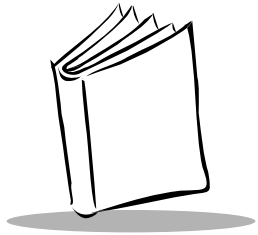
Symbol's Customer Service organization offers an array of service plans, such as on-site, depot, or phone support, that can be implemented to meet customer's special operational requirements and are available at a substantial discount during warranty period.

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Except for the warranties stated above, Symbol disclaims all warranties, express or implied, on products furnished hereunder, including without limitation implied warranties of merchantability and fitness for a particular purpose. The stated express warranties are in lieu of all obligations or liabilities on part of Symbol for damages, including without limitation, special, indirect, or consequential damages arising out of or in connection with the use or performance of the product.

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Some states (or jurisdictions) do not allow the exclusion or limitation of incidental or consequential damages, so the proceeding exclusion or limitation may not apply to you.



Chapter 1
Getting Started with the SPT 1700

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Introduction

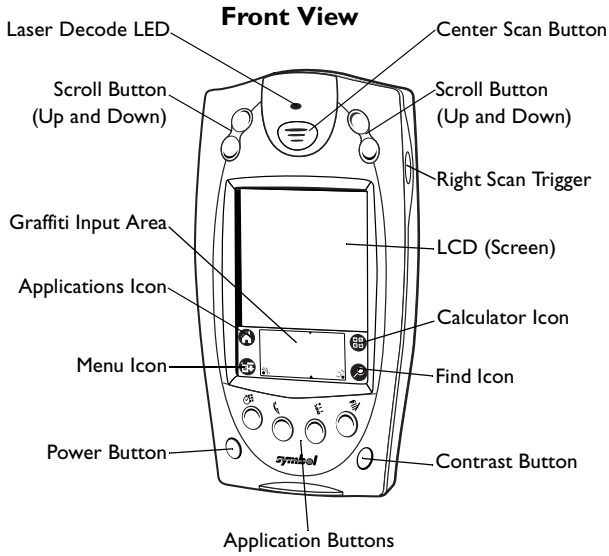
This chapter explains the physical buttons and controls on your SPT 1700 terminal, how to install and charge the battery, start your SPT 1700 Series terminal for the first time, set up your cradle and install your Symbol Palm Terminal Desktop software.

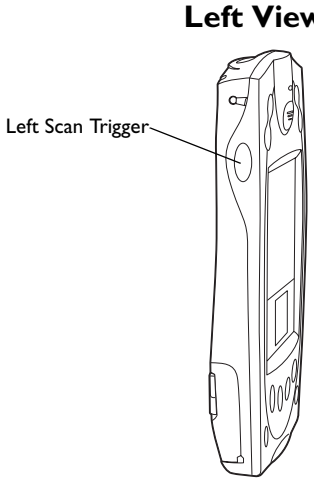
Unpacking the Terminal

Carefully remove all protective material from around the terminal and save the shipping container for later storage and shipping.

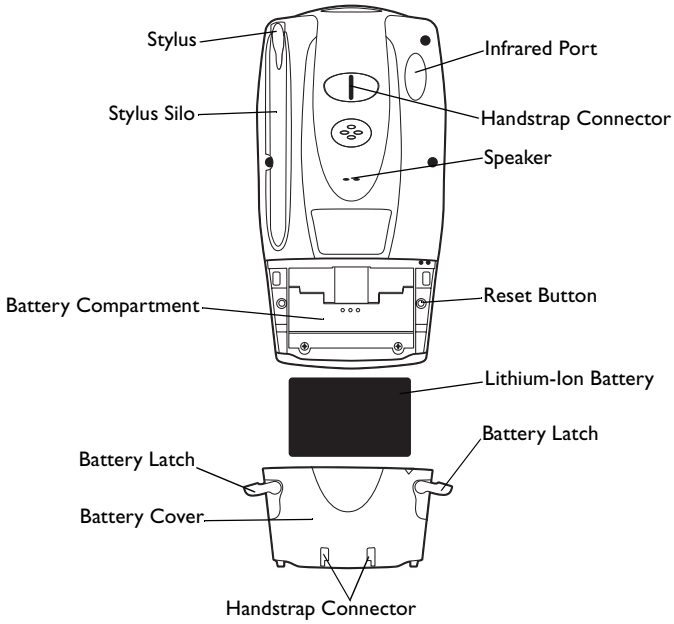
Verify that you received all equipment listed on the packing slip and inspect the equipment for damage. If any equipment is missing or damaged, contact the Symbol Technologies Support Center immediately. See page xvi for contact information.

Parts of the SPT 1700

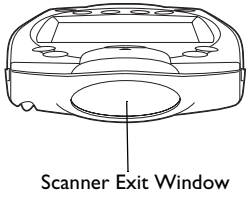




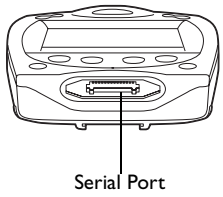
Back View



Top View



Bottom View



Getting Started with the SPT 1700

Before you can use your SPT 1700, perform the basic set up procedures covered on the following pages. Specifically:

- Set up the cradle (optional)
- Install and charge the battery
- Start the SPT 1700
- Initiate the Spectrum24 network connection (SPT 1740 only).

Setting Up the Cradle

There are optional cable and cradle solutions that enable you to charge the terminal's battery and synchronize information on your SPT 1700 terminal with host system applications.

There are several cable and cradle options available for the SPT 1700:

- Synchronization/Charging Cable
- CRD1700-1000S Single-slot Serial Cradle
- CRD1700-4000S Four-slot Serial Cradle
- CRD1700-1000M Single-slot Modem Cradle
- CRD1700-4000E Four-slot Ethernet Cradle.

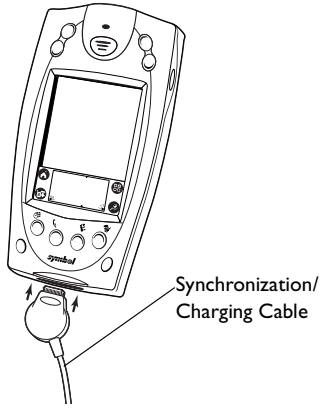
This section describes the procedures for connecting each of these cradles to the host PC.

Using the Synchronization/Charging Cable to Charge the Battery and Perform Host Communication

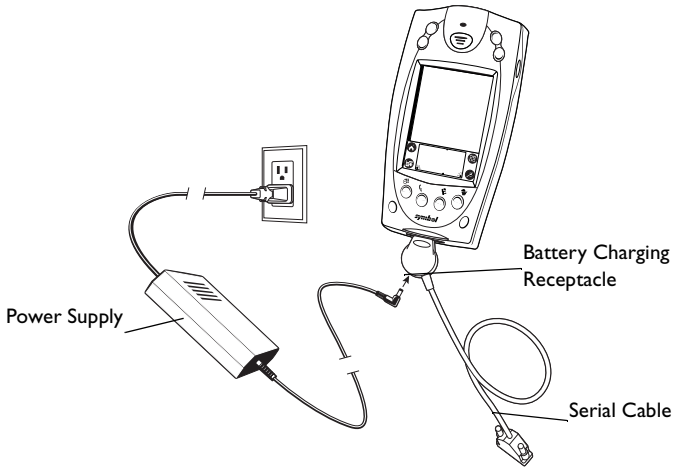
To charge the terminal's battery using the Synchronization/Charging Cable:

1. Make sure the battery is installed in the terminal. See *Installing the Battery* on page 1-12 for instructions.

2. Insert the cable into the bottom of the terminal, as shown.



3. Plug the power cable into a wall outlet and plug the other end into the battery charging receptacle on the side of the Synchronization/Charging Cable.



The battery is fully charged after approximately two hours.

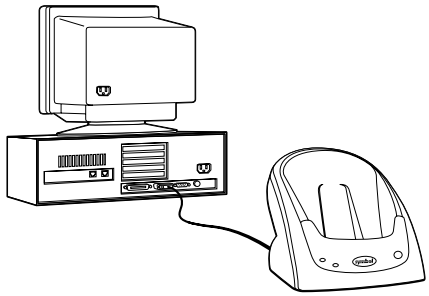
To perform serial host communication using the cable, plug the other end of the cable into an available communication port on the back of the host computer.

CRD1700-1000S Single-slot Serial Cradle

To connect the cradle:

1. Turn off your computer.
2. Plug one end of the serial cable into the host connector on the back of the cradle.
3. Plug the other end of the serial cable into the serial communication port on your computer.

Note: *You may require a 9-pin to 25-pin adapter, p/n 160-0072 to connect the cable to the serial port on the back of your computer.*



Note: *Your SPT 1700 terminal requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about the location of the serial port on your computer, refer to the user's manual supplied with the computer.*

---

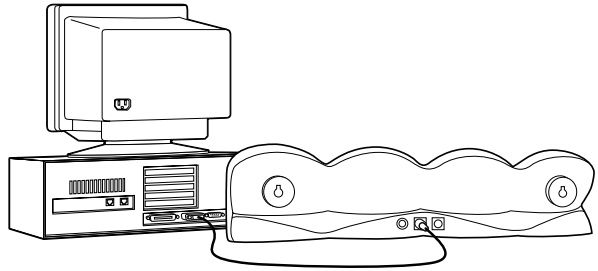
4. Connect the power jack to the power receptacle on the back of the cradle.
5. Plug the power cable into the wall.

CRD1700-4000S Four-slot Serial Cradle

To connect the cradle:

1. Turn off your computer.
2. Plug one end of the serial cable into the host connector on the back of the cradle.
3. Plug the other end of the serial cable into the serial communication port on your computer.

Note: *You may require a 9-pin to 25-pin adapter, p/n 160-0072 to connect the cable to the serial port on the back of your computer.*



Note: *Your SPT 1700 terminal requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about the location of the serial port on your computer, refer to the user's manual supplied with the computer.*

4. Connect the power jack into the power receptacle on the back of the cradle.
5. Plug the power cable into the wall.

CRD1700-1000M Modem Cradle

To connect the cradle:

1. Turn off your computer.
2. Plug the RJ-41 connector of the communication cable into the Line Out port on the back of the cradle.
3. Plug the other end of the cable into the serial port on the back of your computer.
4. Plug one end of the phone cord into the Line In port on the cradle, and the other end into a wall phone jack.
5. Connect one end of the power cable into the power port on the back of the cradle, and plug the other end into a wall outlet.

Note: *Your SPT 1700 terminal requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about*

the location of the serial port on your computer, refer to the user's manual supplied with the computer.

See *Chapter 9, Applications: HotSync®* for instructions on configuring the cradle and terminal for modem synchronization.

CRD1700-4000E Ethernet Cradle

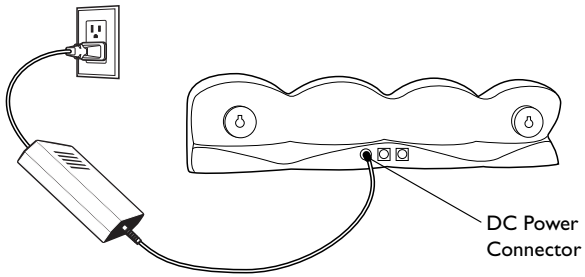
Before setting up the cradle, make sure that Symbol Palm Terminal Desktop Software (p/n SW-35138-xx) is installed and running on the host computer, as well as properly configured Network HotSync software on the SPT 1700 terminal. See the section *Symbol Palm Terminal Desktop Software* on page 1-21 for instructions on installing this software. Specific software setup necessary to use the CRD1700-4000E is discussed in Chapter 9, *Applications: HotSync®*.

A DHCP server must be configured and operational on the subnet to which the cradle will be attached.

To connect the cradle:

1. Connect the power supply cable round plug to the power connector on the back of the cradle.
2. Connect the power supply AC plug to a standard electrical outlet.

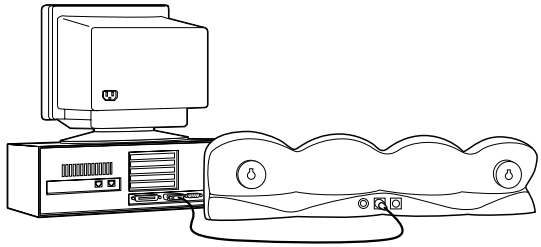
Note: *International customers must use a separate AC power cable appropriate for their respective country.*



The cradle's LEDs blink, then remain off until a terminal is inserted into one or more of the slots.

To set up for network communications:

1. Ensure there is a DHCP server accessible to the CRD1700-4000E on the subnet to which it will be attached.
2. Connect one end of a standard 10 Base-T network cable to the middle connector on the back of the CRD1700-4000E. Connect the other end of the cable to a hub which is connected to your subnet.
3. Power-up the unit; the CRD1700-4000E performs its power-up sequence, then attempts to collect all network parameters from the local DHCP server.



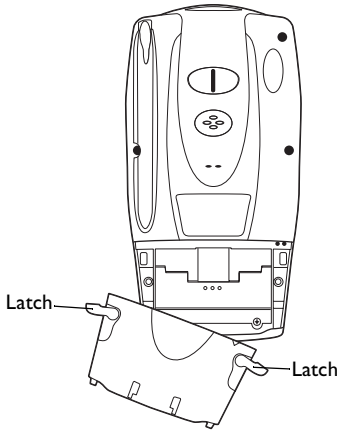
If configuration of the unit from the local DHCP server fails, all LEDs flash red. The unit becomes unresponsive until power is removed, the unit is connected to a network with a DHCP server, and power is restored.

Note: *Before communication between the SPT 1700 terminal and the host computer can take place, the Symbol Palm Terminal Desktop Software must be installed and running on the host computer.*

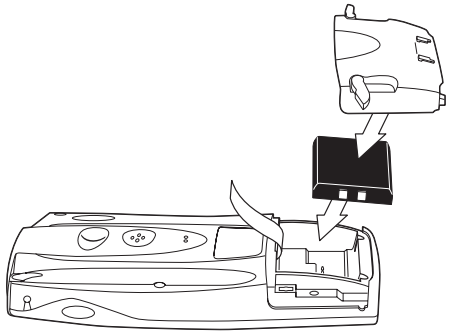
Installing the Battery

To install the battery in your SPT 1700:

1. Open the latches on the battery cover and lift it away from the SPT 1700.



2. Insert the lithium-ion battery in the battery compartment, making sure it snaps into place.



3. Replace the battery cover and re-secure the latches.

Note: *Be careful to position the battery latches completely open while securing the battery cover on the terminal.*

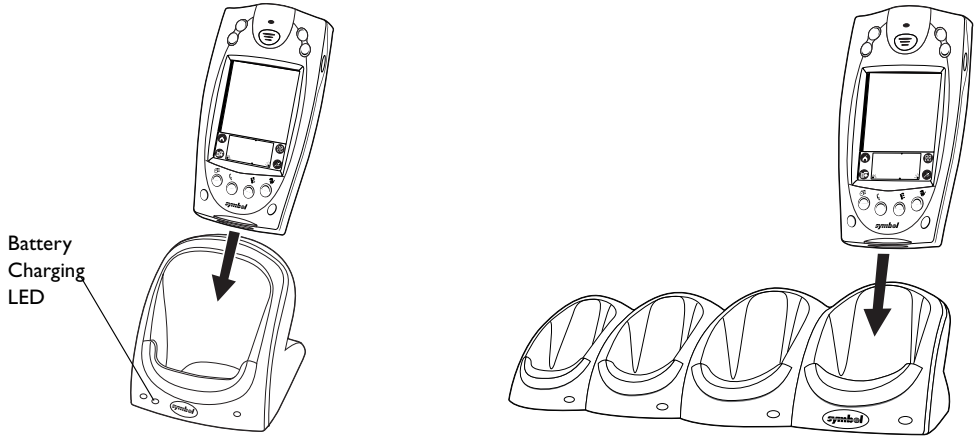
Charging the Battery

Before using your SPT 1700 for the first time, charge the lithium-ion battery. The terminal's battery can be charged using the Cradle, the Synchronization/Charging Cable, or the Universal Battery Charger (UBC). For instructions on using the UBC to charge your batteries, see the Quick Reference Guide which came with your UBC. Follow these same procedures to recharge the battery when the terminal's battery level is low.

Using the Cradle to Charge the Battery

To charge the terminal's battery using the CRD 1700 cradle:

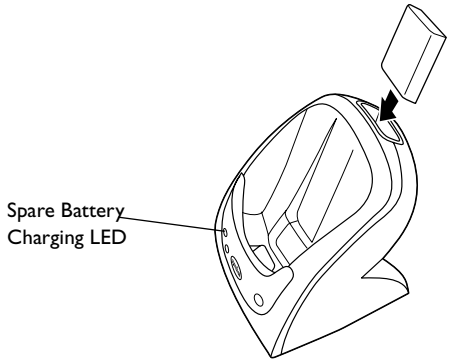
1. Make sure the battery is installed in the terminal. See *Installing the Battery* on page 1-12 for instructions.
2. Make sure the cradle is plugged into a wall outlet.
3. Insert the SPT 1700 terminal in the cradle as shown:



On the CRD1700-1000S, the battery charging LED turns red to indicate that the battery is charging, then turns green after approximately two hours to indicate that the terminal's battery is fully charged.

Spare Battery Charging

The CRD1700-1000S single-slot cradle has a spare battery charging slot which charges the terminal's spare battery. Insert the battery in the spare battery charging slot in the back of the cradle. The spare battery charging LED turns red to indicate the spare battery is charging, then turns green after approximately two hours to indicate the battery is fully charged.



Starting the SPT 1700

After charging and installing the battery, start the terminal by pressing the red power button on the front of the unit. If the terminal does not power on, perform a hard reset.

Note: *When starting the terminal for the first time, or whenever the battery is completely drained, a hard reset is required.*

To hard-reset the terminal:

1. Remove the battery cover from the back of the terminal.
2. Hold down the power button on the front of the SPT 1700 terminal.
3. While holding down the power button, use the tip of the stylus to gently press the reset button on the back of the terminal.
4. Release the reset button.
5. Release the power button.
6. When a message appears on the screen warning that you are about to erase all the data stored on your SPT 1700 terminal, do one of the following:
   a. Press the upper half of either of the scroll buttons on the front panel of the SPT 1700 terminal to complete the hard reset and display the Digitizer screen.

b. Press any other button to perform a soft reset.

Note: *With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.*

After initial start up, always start the terminal by pressing the red power button.

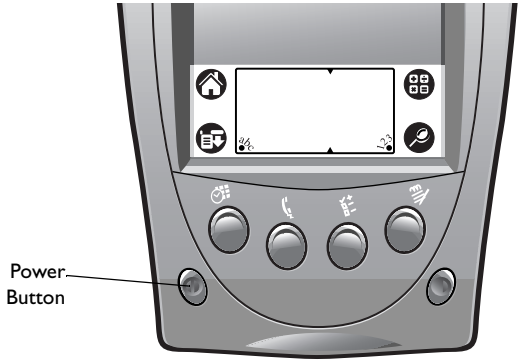
Calibrating the Screen

The first time you start your SPT 1700 (or after a hard reset), the calibration screen appears. Follow the steps in this section to align the internal circuitry of your SPT 1700 with its touch-sensitive screen.

Note: *If your SPT 1700 unit came pre-loaded with a custom software application, you may not need to calibrate your screen, in which case you will not see the calibration screen.*

To calibrate your SPT 1700 upon first time use:

1. Press the power button on the front panel of your SPT 1700 to display the calibration screen. (This screen also displays following a hard reset).



2. Remove the stylus from its storage silo on the back of the SPT 1700.

3. Tap the exact center of each target that appears on the screen with the tip of the stylus.



If, at any time, you need to recalibrate the screen, open the Preferences application, tap on the pull-down menu at the top right corner of the screen, and select the digitizer option from the pull down menu.

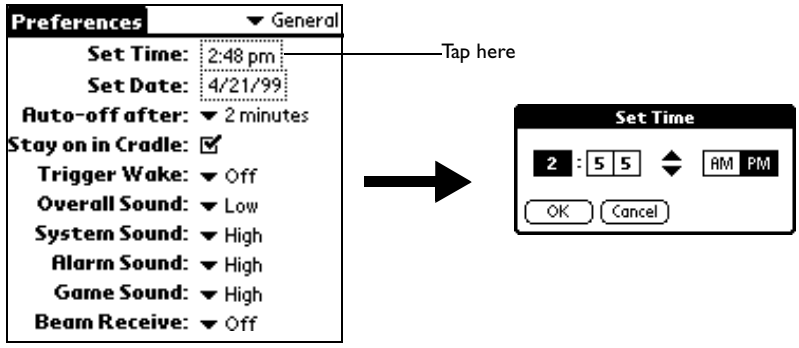
Setting the Time

The General Preferences screen is the first screen to appear after you align the digitizer on your SPT 1700 terminal.

Note: *If the General Preferences screen is not on your SPT 1700 terminal screen, you may have pressed one of the application buttons on the front panel. See General Preferences on page 12-9 for information on displaying the General Preferences screen.*

To set the current time:

1. Tap the Set Time box in the General Preferences screen to open the Set Time dialog.



2. Tap the up or down arrows to change the hour.
3. Tap the minutes box, and then tap the arrows to adjust the settings for the current time.
4. Tap the AM or PM box to select the time of day.

Note: *Your SPT 1700 terminal can also display time based on a 24-hour clock. See Formats Preferences on page 12-8.*

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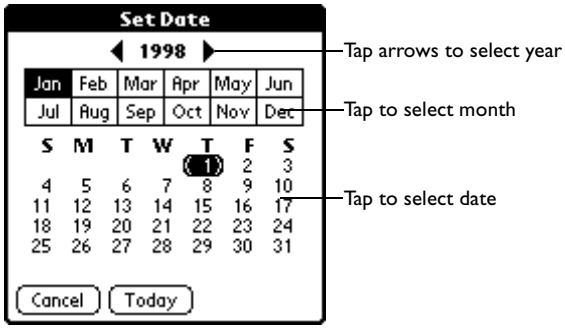
5. Tap the OK button to close the Set Time dialog and return to the General Preferences screen.

Setting the Current Date

The Set Date box in the General Preferences screen is used to set the current date for your SPT 1700 terminal.

To set the current date:

1. Tap the Set Date box to open the Set Date dialog.
2. Tap the arrows at the top to select the current year.


Set Date
1998
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Cancel Today
Tap arrows to select year
Tap to select month
Tap to select date

3. Tap a month box to select the current month.
4. Tap the current date to close the Set Date dialog and return to the General Preferences screen.

Note: *You do not need to adjust the other General Preference settings at this time. See General Preferences on page 12-9 for information about the remaining options.*

Configuring the Spectrum24 Network (SPT 1740 only)

Before the SPT 1740 can be used on the Spectrum24 wireless LAN, your facility must be set up with the equipment required to run the wireless LAN and your terminal must be properly configured. Refer to Chapter 2, *Spectrum24 Setup* for instructions on configuring your terminal for use with Spectrum24.

Using the SPT 1700

This section describes the procedures for the basic use of the SPT 1700 series terminal. Topics covered include powering on the terminal, using the backlight, adjusting the screen contrast, writing with the stylus, and using the onscreen keyboard.

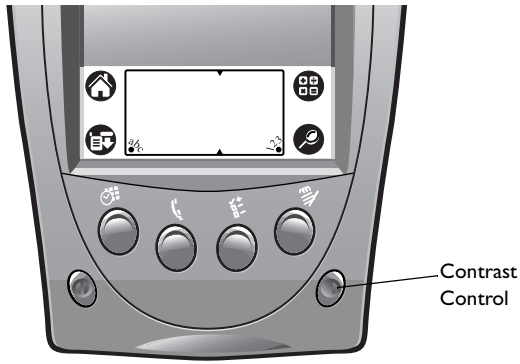
Using the Power Button/Backlight Control

The power button turns the SPT 1700 on and off. This button also serves as your backlight control for low-light conditions. With the unit on, press and hold the power button for approximately 2 seconds to turn the backlight on and off.

Note: *When the backlight is on, the screen text displays in reverse video.*

Using the Contrast Control

The contrast control button is located on the lower right-hand side of the terminal.



To adjust the contrast:

1. Press the contrast control button, which displays the contrast adjusting bar on the terminal's screen.
2. Using your stylus, adjust the contrast by scrolling the contrast bar until the contrast is set to the desired level, or use either of the scroll buttons on the top of the terminal to adjust the contrast level.
3. Press the contrast control button or tap Done on the terminal screen to turn off the contrast control.

Writing with the Stylus

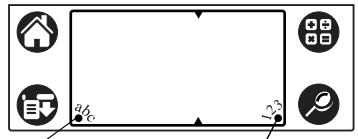
Your SPT 1700 includes Graffiti handwriting software as the primary system for entering text and numbers. Graffiti is a system where simple strokes you write with the stylus are instantly recognized as letters or numbers. See *Writing With the Stylus* on page 3-7 for more information.

Using the Onscreen Keyboard

You can activate the on-screen keyboard any time you need to enter text or numbers on your SPT 1700. Note that you cannot enter Graffiti characters while using the on-screen keyboard.

To use the on-screen keyboard:

1. Open any SPT 1700 application.
2. Tap any record name, or tap the New button with the tip of the stylus.
3. Tap the left target to open the Alpha keyboard, or tap the right target to open the Numeric keyboard.



Icon Descriptions

Applications Icon 	Tap to exit the current application and to display a list of available applications for selection.
Calculator Icon 	Tap to display the calculator application.
Menu Icon 	Tap from within an application to display the menu of options for the selected application.
Find Icon 	Tap from within an application to enter search criteria to find an entry.

Symbol Palm Terminal Desktop Software

Symbol Palm Terminal Desktop software extends many of the functions of your SPT 1700 Series terminal to your computer. Although using Symbol Palm Terminal Desktop software is optional, when you use it with your SPT 1700 Series terminal and the built-in HotSync technology, you can fully synchronize the information on your SPT 1700 Series terminal with the information on your computer. Changes you make on your SPT 1700 Series terminal or Symbol Palm Terminal Desktop appear in both places after you synchronize.

With Symbol Palm Terminal Desktop software you can:

- Work with your SPT 1700 terminal applications on your computer. The Symbol Palm Terminal Desktop software duplicates the Date Book, Address Book, To Do List and Memo Pad applications on your SPT 1700 terminal, so you can view, enter and modify any data stored on your SPT 1700 terminal.
- Back up the data stored on your SPT 1700 terminal with HotSync technology and synchronize the data with the Symbol Palm Terminal Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date. See Chapter 9, *Applications: HotSync®* for information about using this feature.
- Import and export data, so you can easily transfer data from other Windows applications into Address Book or Memo Pad.
- Print your Date Book, Address Book, To Do List and Memo Pad information on any Windows-compatible printer.

System Requirements

To install and operate the Symbol Palm Terminal Desktop software, your computer system must meet the following requirements:

- Windows 95 or Windows NT 4.0
- IBM-compatible 486 computer or higher
- 8 MB RAM (memory) *minimum,* 16 MB recommended
- 12 MB available hard disk space
- VGA monitor or better
- CD-ROM drive
- Mouse
- One available serial port.

Optional Equipment

- Modem
- Windows-compatible printer.

Symbol Palm Terminal Desktop Software Installation

The following instructions guide you through installing the Symbol Palm Terminal Desktop software. After you install the software, refer to the Help menu for complete information about how to use the Symbol Palm Terminal Desktop software.

To ensure a safe and uninterrupted installation of the Symbol Palm Terminal Desktop software, do the following before installing:

- Connect the cradle to your computer.
- If you have placed your SPT 1700 terminal in the cradle, remove it during software installation.
- Exit all programs, including those that run automatically at startup, such as fax software, virus protection software, screen-saver software, and application toolbars such as Microsoft Office.
- Do *not* simply copy the Symbol Palm Terminal Desktop files to your hard drive. You must use the installer to place the files in their proper locations and to decompress the files.

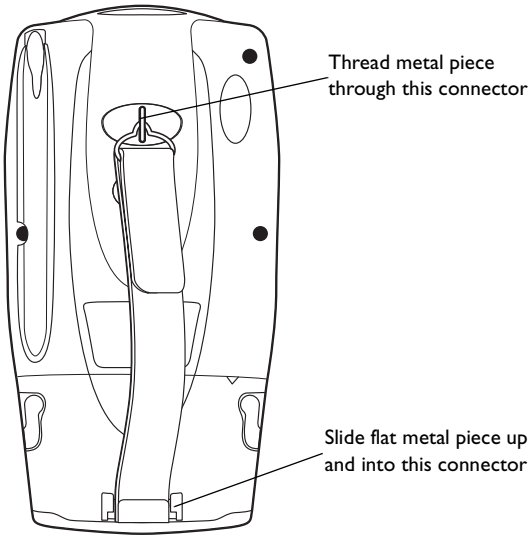
To install the Symbol Palm Terminal Desktop software:

1. Insert the Symbol Palm Terminal Desktop Software CD into the CD-ROM drive on the PC (D: on most computers).
2. If your CD-ROM supports the auto-run feature, an installation menu automatically appears on your desktop. If not, navigate to your CD-ROM drive (D:) and double-click on setup.exe. The Welcome Screen appears.
3. Follow the directions as the installation program guides you through the install process.

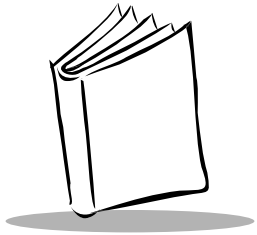
Attaching the Handstrap

The SPT 1700 has an optional handstrap which increases comfort when holding the terminal for extended periods of time. To attach the handstrap to the back of the terminal:

1. Thread the metal piece through the metal handstrap connection on the back of the terminal.
2. Slide the flat metal piece into the handstrap connection on the bottom of the terminal.



3. Adjust the velcro® strap to fit your hand.



Chapter 2
Spectrum24 Setup

Chapter Contents

Introduction 2-3
Configuring the Spectrum24 Network Connection (SPT 1740 Only) 2-3

Introduction

The Symbol Spectrum24 Wireless LAN allows SPT 1740 terminals on the same network to communicate wirelessly, and to send captured data "real time" to the host device. The SPT 1740 has an internal omnidirectional antenna and an integrated PCMCIA radio card. Before the SPT 1740 terminal can be used on the Spectrum24 wireless network, your facility must be set up with the equipment required to run the Spectrum24 wireless LAN and the terminal must be properly configured. Refer to the documentation which came with your access points for instructions on setting up the required Spectrum24 hardware. Terminal configuration is done through the Network Preferences application.

Configuring the Spectrum24 Network Connection (SPT 1740 Only)

Before the SPT 1740 terminal can be used, the Spectrum24 LAN access points and host connections must be properly set up by your site administrator. Next, each terminal to be used must be properly configured with the correct ESS ID and IP information.

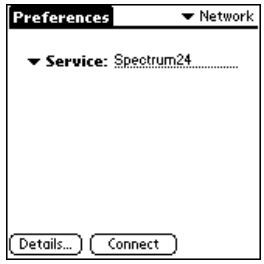
ESS ID	The ESS ID identifies the radio network and is used to differentiate between different radio networks. All SPT 1740 terminals on the same network must be set up with the same ESS ID Code. The ESS ID on the terminal is the same as that of the access points in your facility.
IP Address	Each SPT 1740 terminal requires a unique internet address (IP address), allowing the messages it sends and receives to be correctly routed over networks conforming to the TCP/IP protocol standards. This address can be administered and entered manually through the preferences application on the terminal, or administered and allocated by a server on the network, using DHCP.

All Spectrum24 identification and address information is entered through the Preferences application on the SPT 1740 terminal.

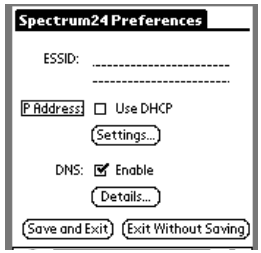
To configure your SPT 1740 terminal for use on a Spectrum24 network:

1. On the Main Application screen, tap the  Icon.
2. Tap on the top right side of the screen to display the pick-list of preference options.

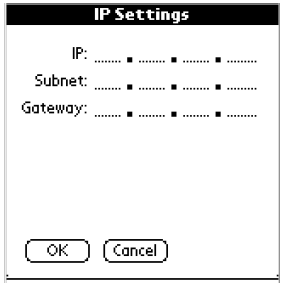
3. Select the Network option. The Network Preference screen displays.



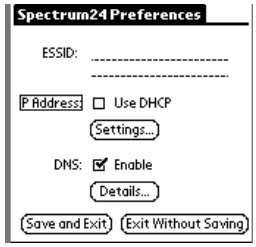
4. Tap on the Service pick-list and select Spectrum24, then tap Details. The Spectrum24 Preferences screen displays.



5. On the Spectrum24 Preferences screen, enter the following information:
   a. ESS ID: Use Graffiti or the on-screen keyboard to enter the Extended Service Set ID (ESS ID). The ESS ID identifies the radio network and differentiates between different radio networks. All terminals on the same network must have the same ESS ID. The default value for this field is *replace_this*, and should be replaced with the correct value for your network. Ask your System Administrator for the correct ESS ID number of your network.
   b. IP Address: Tap *Use DHCP* if the IP address should be dynamically selected by the DHCP server, or tap *Settings...* to manually enter the IP address information for this terminal. The default value for this field is *Use DHCP*. If you tap *Settings...*, the IP Settings screen displays.



c. On the IP Settings screen, enter the IP address, Subnet mask, and Gateway address for this terminal. Tap on each field to display a keypad for selection of the address information. Each part of the four-part address must be in the range of 0-255; numbers are the only allowable characters in these fields. Ask your Internet Service Provider or your System Administrator for the correct IP, Subnet and Gateway information. Tap OK to save the information and return to the Spectrum24 Preferences screen, or Cancel to return to this screen without saving the changes made on this screen.

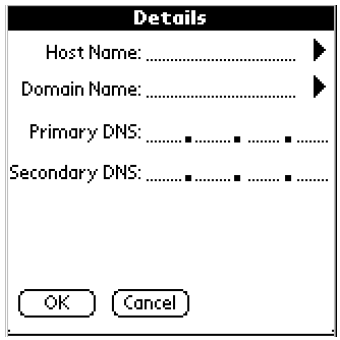


d. To enable DNS, tap the *Enable* DNS box on the Spectrum24 Preferences screen.

Note: *Many systems do not require a DNS. If you are not sure, leave the DNS fields blank.*

---

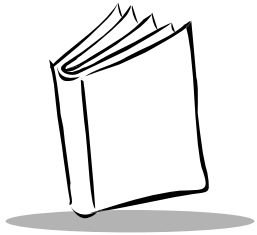
e. Tap *Details...* to display the Details screen.



Enter the Host and Domain Names, using graffiti or the onscreen keyboard. Tap on the arrow to the right of these fields to display a blank screen if you need more space to enter name information.

Tap on the Primary and Secondary DNS fields to display a keypad to enter the address information for these fields. Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS numbers. Each part of the four-part address must be in the range of 0-255; numbers are the only allowable characters in these fields.

Tap OK to save the information and return to the Spectrum24 Preferences Screen, or Cancel to return to this screen without saving the DNS information.



Chapter 3
Working with Your SPT 1700 Terminal

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Introduction

This chapter explains how to open applications, use the on-screen keyboard, write with the stylus, perform scanning, and use common features on your SPT 1700 terminal.

Selecting Applications

Your SPT 1700 terminal is equipped with a variety of applications which appear in the Applications Launcher. Use the Applications Launcher to open any application installed on your SPT 1700 terminal. You can also open the four main applications — Date Book, Address Book, To Do List and Memo Pad — with the buttons on the front panel of your SPT 1700 terminal.

Tip: The buttons on the front panel provide instant access to the selected application. You don't need to turn on your SPT 1700 terminal first.

The Applications Launcher also displays the current time, battery level and application category.

To open applications:

1. Tap the icon on the SPT 1700 terminal screen to open the Applications Launcher.



2. Tap the icon of the application that you want to open. If you have many applications installed on your SPT 1700 terminal, tap the scroll bar to see all of your applications.

Tip: As a shortcut, write the Graffiti® handwriting software character stroke for the first letter of the application you want to use. The Applications Launcher scrolls to the first application that begins with that letter.

Switching Applications

When working in any application, you can tap the icon or press the buttons on the front panel to switch to any other application. Your SPT 1700 terminal saves your work in the current application and displays it when you return to the current screen.

Changing the Applications Launcher Display Format

By default the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications.

To change the Applications Launcher display:

1. Tap the icon on the SPT 1700 terminal screen to open the Applications Launcher.
2. Tap the icon to open the Applications Launcher menus.
3. Tap Preferences from the Options menu to open the Preferences dialog.
4. Tap the View By pick list and select the List option.
5. Tap the OK button to close the Preferences dialog and display the Applications Launcher in list format.



Displaying Applications by Category

The category feature enables you to limit the number of applications that appear on the screen. You can assign categories to your applications and then choose to display a single category or all your applications.

To display applications by category:

1. Tap the icon on the SPT 1700 terminal screen to open the Applications Launcher.
2. Tap the icon to open the Applications Launcher menus.
3. Tap Category from the App menu to open the Category dialog.



4. Tap the pick list next to each application to assign it to a category.

   Tip: To create a new category, tap Edit Category from the pick list to open the Edit Categories dialog. Tap the New button, enter the category name, and then tap the OK button to add the category. Tap OK to close the Edit Categories dialog.

5. Tap the Done button to close the Category dialog and return to the Applications Launcher.
6. Tap the pick list in the upper-right corner of the screen and select the application category you want to display.

   Tip: You can also tap the icon to scroll through the application categories.

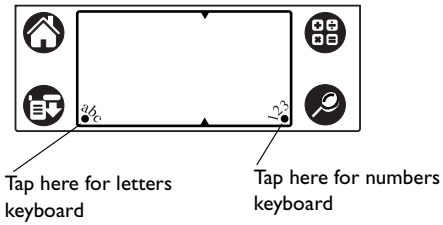
Using the On-Screen Keyboard

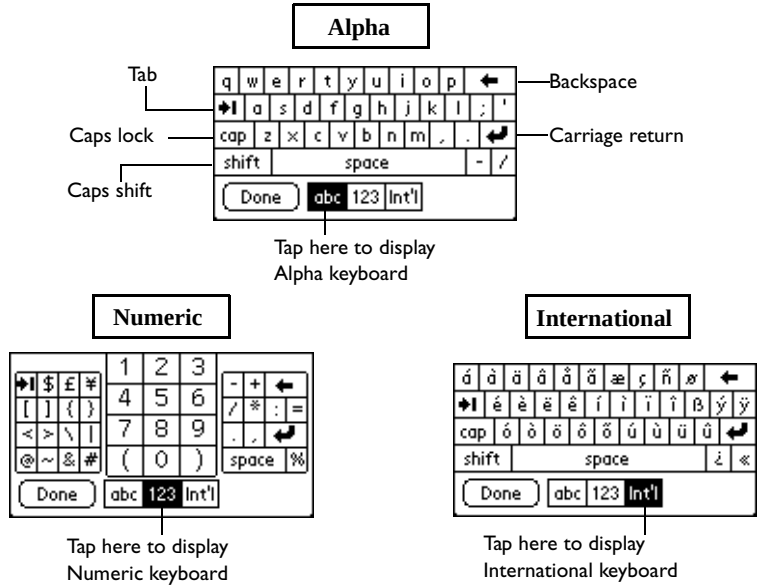
You can activate the on-screen keyboard any time you need to enter text or numbers on your SPT 1700 terminal as an alternative to Graffiti. Note that you cannot enter Graffiti characters while using the on-screen keyboard.

To use the on-screen keyboard:

1. Open any SPT 1700 terminal application (such as the Memo Pad application, as described in the previous section).
2. Tap any record name, or tap the New button.

3. Tap the left target to open the Alpha keyboard, or tap the right target to open the Numeric keyboard.





4. Tap the characters of the on-screen keyboard to enter text and numbers.

Note: *The on-screen keyboard also includes a dialog for international characters. You can switch among the three dialogs at any time to enter the exact text you need.*

After you finish, tap the Done button to close the on-screen keyboard and place the text in your SPT 1700 terminal application.

Writing With the Stylus

Your SPT 1700 terminal includes Graffiti handwriting software as the primary system for entering text and numbers. Graffiti is a system where simple strokes you write with the stylus are instantly recognized as letters or numbers.

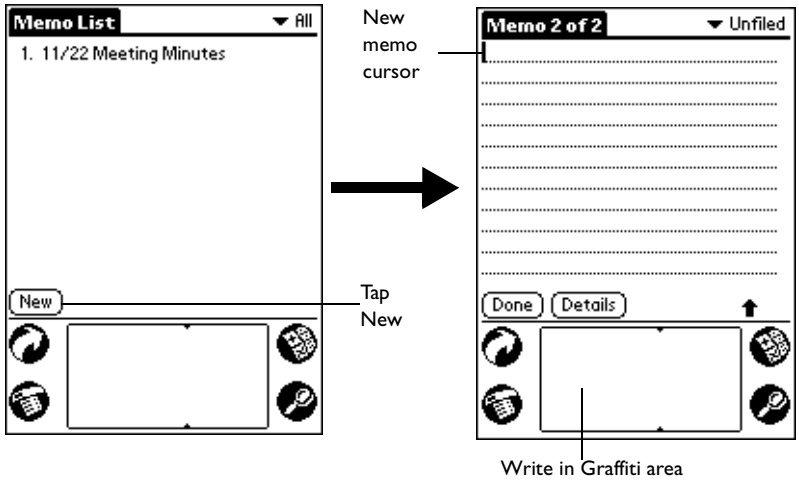
This section explains the basics of Graffiti, and how to make strokes in the Graffiti writing area. Your SPT 1700 terminal also includes Giraffe — a game you can use to practice writing Graffiti. See *Installing Games* on page 16-6 for instructions on how to install Giraffe.

Opening the Memo Pad Application

The Memo Pad application is ideal for practicing the Graffiti alphabet. This section explains how to open the Memo Pad and use it to practice Graffiti. A complete explanation of the Memo Pad application appears in *Chapter 11, Applications: Memo Pad*.

To open the Memo Pad application:

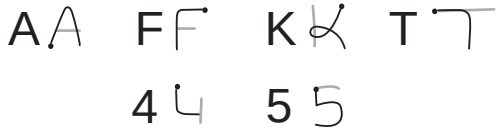
1. Press the button on the front of your SPT 1700 terminal to open the Memo Pad application.
2. Tap the New button to open a new Memo Page.



Note: *A cursor appears in the upper-left corner of the Memo Page to indicate where new text will appear.*

Writing Letters With Graffiti

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble those of the regular alphabet which makes it quick and easy to learn. For example, the following Graffiti strokes are portions of the regular alphabet equivalents.

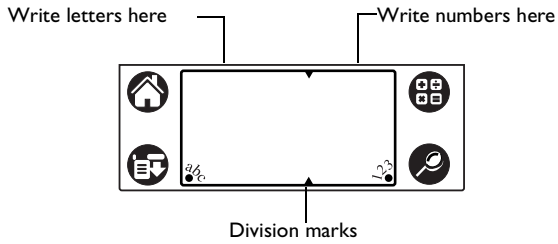


There are four basic concepts for success with Graffiti:

- If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you achieve 100% accuracy.



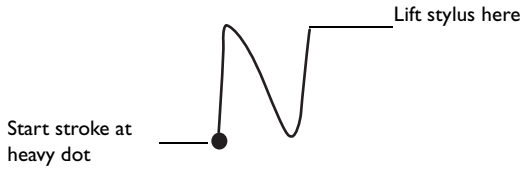
- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points. Always begin the stroke at the heavy dot.
- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your SPT 1700 terminal recognizes and displays the text character immediately.
- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.



To write letters of the alphabet with Graffiti:

1. Tap the screen where you want your text to go.
2. Use the table on the next page to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter "n."

Note: *There are two different stroke shapes available for some letters. For these letters, choose the one that's easiest for you.*



As you'll see later, you use these shapes to create both upper- and lowercase letters.

3. Position the stylus in the left-hand side of the Graffiti writing area.
4. Start your stroke at the heavy dot, and draw the stroke shape as it appears in the table.

Note: *Don't try to draw the dot shape itself. The heavy dot is there to show the starting point of the stroke.*

---

5. Lift the stylus from the screen at the end of the stroke shape.

That's all there is to it! When you lift the stylus from the screen, your SPT 1700 terminal recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Caution

You must make the character strokes in the Graffiti writing area or your SPT 1700 terminal does not recognize them as text characters.

Graffiti Tips

When writing with Graffiti, keep these tips in mind:

- Accuracy improves when you write large characters. Draw strokes that nearly fill the Graffiti writing area.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.

The Graffiti Alphabet

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	

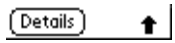
Space		Back Space	

Carriage Return		**Period**	*tap twice*

Writing Capital Letters With Graffiti

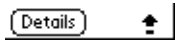
Note: *Make capital letters with the same stroke shapes as the basic alphabet characters. First "shift" to caps — just as you press the Shift key on a keyboard — and then write the character strokes. Graffiti includes a Smart Shifting feature which automatically capitalizes the first letter when you create a new entry (by tapping a New button or a blank line).*

To draw the first letter of a word as a capital letter use the Caps Shift stroke:

Caps Shift		

Tip: When Caps Shift is active, an "up arrow" symbol appears in the lower-right corner of the SPT 1700 terminal screen.

To enter only capital letters (Caps Lock) use the Caps Lock stroke:

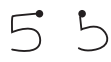
Caps Lock		

Tip: When Caps Lock is active, an underlined "up arrow" symbol appears in the lower-right corner of the SPT 1700 terminal screen. To return to lowercase, make the Caps Shift stroke.

Writing Numbers With Graffiti

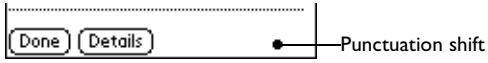
Writing numbers with Graffiti is similar to writing letters, except that you make the character strokes on the right-hand side (numbers side) of the Graffiti writing area.

Graffiti Numbers

Number	Strokes	Number	Strokes
0		5	
1		6	
2		7	
3		8	
4		9	

Writing Punctuation Marks With Graffiti

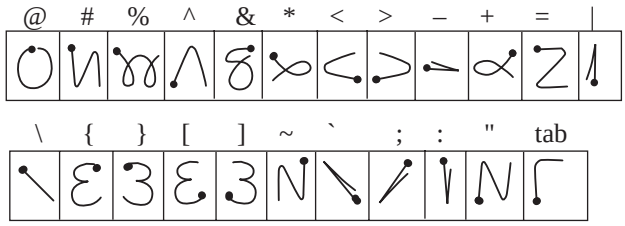
Graffiti can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. When you make this tap, you activate Punctuation Shift and a dot appears to show it is active. The next stroke you make with the stylus creates a punctuation mark.



Symbol	Stroke	Symbol	Stroke
Period .		Dash —	
Comma ,		Left Paren (	
Apostrophe '		Right Paren)	
Question ?		Slash /	

Exclamation !		Dollar $	

Additional Graffiti Punctuation

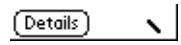


Note: *When Punctuation Shift is active, you can make a symbol stroke anywhere in the Graffiti writing area (the letters or numbers side).*

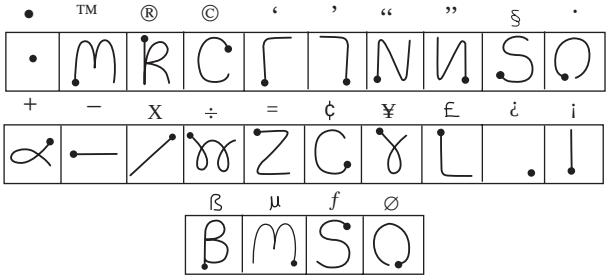
Writing Symbols and Extended Characters

All symbols and extended characters begin with the stroke in the Graffiti writing area of your SPT 1700:

Symbol Shift	



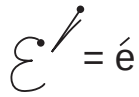
When the Symbol Shift is active, a slanted shift symbol appears in the lower-right corner of the screen. The next stroke that you make creates the symbol or extended character.



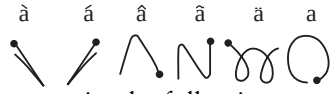
Writing Accented Characters

To create accented characters, draw the stroke normally used to letter, followed by an accent stroke. Graffiti then adds the accent to the letter.

For example, the following diagram shows the strokes required to draw an accented "e."



Accent Strokes

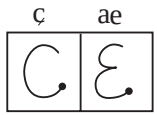


Using these accent strokes, you can write the following accented letters:

à á â ã ä å è é ê ‘ “ ’ ” • ò — ô õ ö ù ú û ü – ÿ

Additional Non-English Characters

You can write the following characters in the lowercase alphabet mode without any special punctuation or shifting:



Note: *You must write these non-English characters in the left side of the Graffiti writing area.*

Navigation Strokes

In addition to character symbols, Graffiti includes special strokes that you can use to navigate within text or fields in your SPT 1700 terminal applications.

Command	Stroke
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

Graffiti ShortCuts

Graffiti's ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name, or for the header of a memo. See *ShortCuts Preferences* on page 12-27 to learn about creating your own ShortCuts.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Your SPT 1700 terminal includes the following predefined Graffiti ShortCuts:

Entry	ShortCut	Entry	ShortCut
Date stamp	**ds**	Breakfast	**br**
Time stamp	**ts**	Lunch	**lu**
Date / time stamp	**dts**	Dinner	**di**
Meeting	**me**		

For example, to enter the current date and time, draw the following strokes:



Using Application Controls

SPT 1700 applications include several types of controls. Once you become familiar with these controls, you can easily select options and navigate through your SPT 1700 terminal applications. The following table lists the controls and how to use them.



Check box. When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tap it to insert a check mark. If a check box is checked, tapping it removes the check mark.



Scroll arrows. Tap the up arrow to display the previous page of information, or tap the down arrow to display the next page. These arrows perform the same function as pressing the upper and lower portions of the scroll button on the front panel of the SPT 1700 terminal.



Pick list. Tap the arrow to display a list of choices, and then tap an item on the list to select it.



Button.Tap a button to perform a command. Buttons appear with different text depending on their function. In most cases, tapping a button opens or closes a dialog. A dialog is a screen that appears on your SPT 1700 terminal, prompting you to enter information or make settings. A dialog always contains an OK, Cancel or Done button, so you can close the dialog when you are through with it. The on-screen keyboard is an example of a dialog.



Scroll bar. Drag the slider to scroll the display one line at a time. To scroll to the previous page, tap the arrow at the top of the scroll bar. To scroll to the next page, tap the arrow at the bottom of the scroll bar.

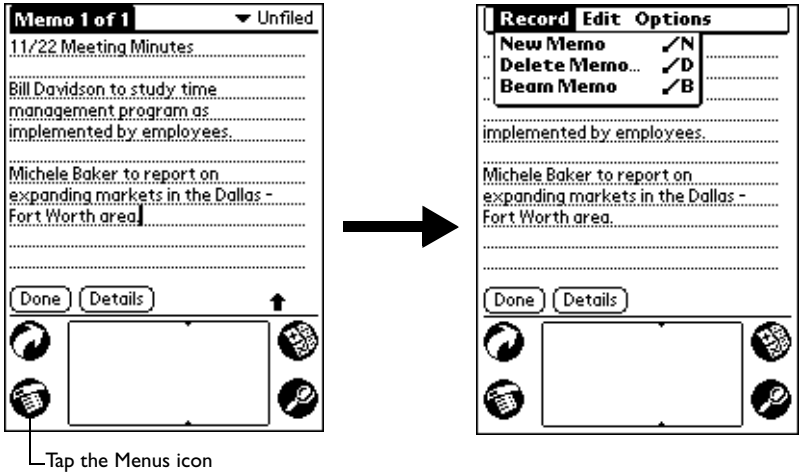
Using Menus

Menus are a special set of commands available in most of your SPT 1700 terminal applications (Memo Pad, Date Book, etc.). The exact commands that appear in the menus depend on the application that is currently running on your SPT 1700 terminal.

Some menu commands are common to all SPT 1700 terminal applications. These are described in this section; other menu commands are described in the chapters about each SPT 1700 terminal application.

To activate the menus:

1. Open an SPT 1700 terminal application (such as the Memo Pad, as described earlier in this chapter).
2. Tap the icon to open the menus for the application at the top of the screen.


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Record Edit Options
New Memo /N
Delete Memo... /D
Beam Memo /B
Tap the Menus icon

In this example, three menus are available: Record, Edit and Options. The Record menu is selected and contains the "New Memo," "Delete Memo" and "Beam Memo" commands.

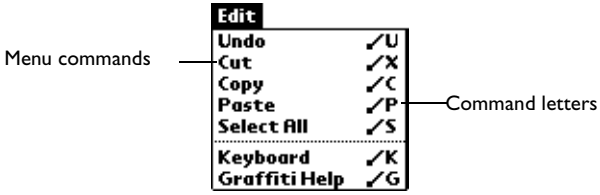
Choosing a Menu

After you activate the menus for an application, tap the menu that contains the command you want to use.

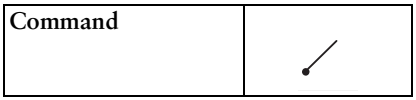
The menus and menu commands available depend on the application currently running on your SPT 1700 terminal, and vary depending on *which part* of the application is currently on the screen. Using the Memo Pad application as an example, the menus are different for the Memo List screen and the Memo screen.

Graffiti Menu Commands

Most menu commands have Graffiti "Command stroke" equivalents — similar to keyboard commands on computers. The command letters appear on the right side of the menu commands.



To use the Graffiti menu commands, draw the Command stroke followed by the corresponding command letter. When you draw the Command stroke, the Command symbol appears just above the Graffiti writing area to indicate that you are in Command mode.



For example, to activate the Select All command in the previous diagram, draw the Command stroke, followed by the letter "s."

Note: *You do not have to tap the icon or access the menus when you use the Graffiti menu commands. However, since the Command mode is active for approximately two seconds, you must write the letter character immediately to activate the menu command.*

Edit Menu Commands

The Edit menu is available with any screen where you enter or edit text. In general, the Edit Menu commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it (in black).

Note: *You can drag across the text to select additional words, or drag down to select a group of lines.*

The following commands may appear in an Edit menu:

Undo	Reverses the action of the *last edit* command. For example, if you used the Cut command to remove text, the Undo command replaces the text you removed.
Cut	Removes the selected text and stores it temporarily in the memory of your SPT 1700 terminal. You can paste the cut text into another area of the application or into a different application.
Copy	Copies the selected text and stores it temporarily in the memory of your SPT 1700 terminal. You can paste the copied text into another area of the application or into a different application.
Paste	Inserts the text that you cut or copied at the selected point in your SPT 1700 terminal application. The Paste command replaces any selected text. If you did not previously cut or copy text, the Paste command does nothing.
Select All	Selects all of the text on the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.
Keyboard	Opens the on-screen keyboard. When you finish with the on-screen keyboard, tap the Done button.
Graffiti Help	Opens the dialogs that show the Graffiti character strokes. Use this command any time you forget a stroke for a particular character.

Choosing Fonts

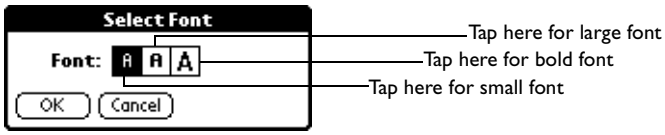
In most of your SPT 1700 terminal applications, you can change the font style to make the text on the screen easier to read. You can even choose a different font style for each application that supports this feature.

Note: *The Expense application does not support changing fonts.*

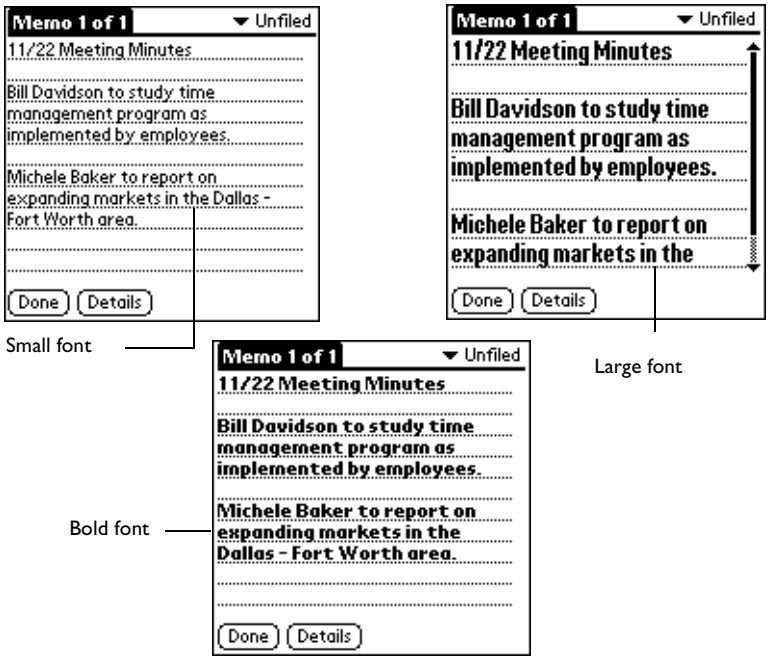
To change the font style:

1. Open a SPT 1700 terminal application.

2. Tap the icon to open the menus at the top of the screen.
3. Tap Font from the Options menu to open the Select Font dialog.



4. Tap the font style you want to use.
5. Tap the OK button to close the dialog and return to the application with the new font style.


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Small font
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the
Done
Details
Large font
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Bold font

Using Categories

Categories can help you group Address entries, To Do items or Memos for easy review. You cannot, however, assign categories to Date Book events.

When you first create an entry, it is "Unfiled," which means it does not belong to any particular category. You can leave an entry as Unfiled or assign it to a category at any time. Either way, the entry is always available until you delete it. The category you choose is used only for sorting and reviewing records, and does not affect the actual contents of the record.

Note: *The use of categories is optional. You do not need to assign categories to use SPT 1700 terminal applications.*

To assign a category to an entry:

1. Tap a To Do item or Memo, or tap an Address Book entry then tap the Edit button in the Address View screen.
2. Tap the Details button to open the Details dialog.
3. Tap the Category pick list to display a list of available categories.



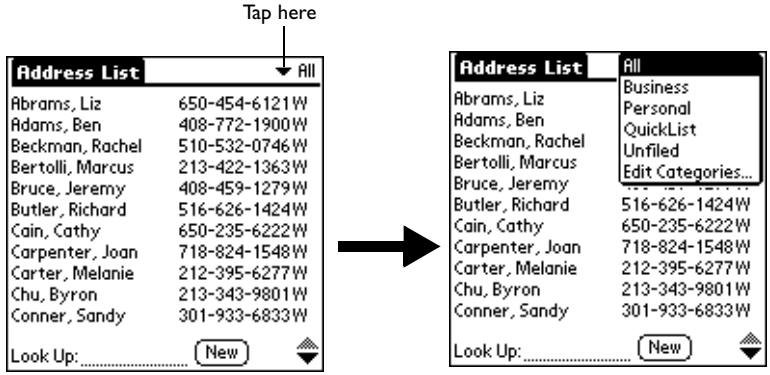
4. Tap the category that you want to assign to the entry.
5. Tap the OK button to close the Details dialog and activate your setting.

Using Categories in Lists

After you assign categories to your entries, you can easily display lists of your entries by category.

To use categories in a List screen:

1. Tap the category pick list in the upper-right corner of the List screen.



2. Tap the category of entries that you want to view. The List screen changes to show only the records filed in that selected category.
3. Repeat the previous steps, and tap All in the category pick list to restore the list of all Address Book entries.

Tip: Pressing the application button on the front panel of the SPT 1700 terminal toggles through the available categories.

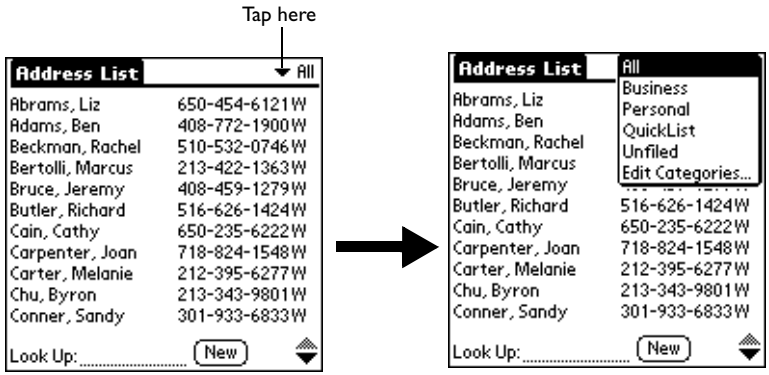
Defining a New Category

Your SPT 1700 terminal comes with two default categories: Business and Personal. In addition, the Address Book contains the QuickList category, designed as a "quick reference" of commonly used names, addresses and phone numbers (such as doctor, lawyer, etc.).

You can change the names of these default categories, or add new categories to suit your needs. You can define up to 15 categories for each application.

To define a new Address Book category:

1. Tap the category pick list in the upper-right corner of the screen.



2. Tap the Edit Categories item to open the Edit Categories dialog.



3. Tap the New button to open another Edit Categories dialog.



4. Enter the name of the new category, and tap the OK button to close the Edit Categories dialog.
5. Tap the OK button to close the first Edit Categories dialog and view your new category in the pick list.

Note: *You can edit any of your records and file them in the new categories as appropriate.*

Renaming Categories

You can also use the Edit Categories dialog to change the names of any existing category.

To change the name of an Address Book category:

1. Tap the category pick list in the upper-right corner of the screen.
2. Tap the Edit Categories item to open the Edit Categories dialog.



3. Tap the category that you want to rename, then tap the Rename button to open another Edit Categories dialog.



4. Enter the new name that you want to assign to the category, and tap the OK button to close the Edit Categories dialog.
5. Tap the OK button to close the first Edit Categories dialog and view the new name in the pick list.

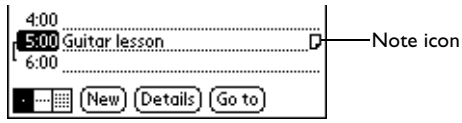
Note: *You can "merge" two or more Categories by assigning them the same name. For example, if you change the name of the "Personal" category to the name "Business," all entries formerly in the Personal category appear in the Business category.*

Attaching Notes

SPT 1700 terminal applications (except the Memo Pad) enable you to attach a note to an entry. A note is anything that you want to write, and can be up to several thousand characters long. For example, if you have an appointment in the Date Book application, you could attach a note with directions to the location.

To attach a note to an entry:

1. Display the entry where you want to add a note.
2. Tap the Details button to open the Details dialog.
3. Tap the Note button to open the Note dialog.
4. Write Graffiti character strokes (or use the on-screen keyboard) for the text you want to appear in the note. Use the Carriage Return stroke to move down to new lines in the note.
5. Tap the Done button to close the note and return to the application screen. A small note icon appears at the right side of any item that has a note attached. To review or edit a note, tap the icon.



Marking Private Entries

In SPT 1700 terminal applications you can mark individual entries as Private. Private entries remain visible and accessible until you change the Security setting to hide all Private entries. See *Chapter 13, Applications: Security* for complete information about how to activate and use the SPT 1700 terminal Security settings.

To mark an entry as Private:

1. Display the entry that you want to mark as Private.
2. Tap the Details button to open the Details dialog.
3. Select the Private check box to insert a check mark and mark the entry as Private.

Beaming Information to Other SPT 1700 Terminals

Your SPT 1700 terminal is equipped with an IR (infrared) port that can "beam" information to other compatible printers and terminals. The IR port is located on the back of the terminal. See *Parts of the SPT 1700* on page 1-4 for the exact location of the IR port.

Note: *If you are using a device other than an SPT 1700 terminal, confirm that your device includes the required infrared hardware before you use this feature.*

You can beam the following information between SPT 1700 terminals:

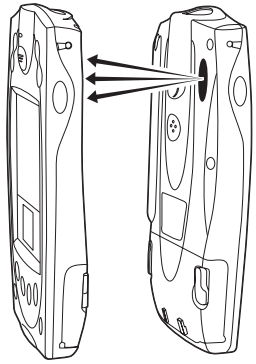
- The current Address Book, Date Book, To Do List or Memo Pad entry
- All the Address Book, To Do List or Memo Pad entries in the current category
- A special Address Book entry which you designate as your "business card" (see *Beaming Address Entries to Other SPT 1700 Terminals* on page 5-11 for details)
- An application installed in RAM memory.

To beam information:

1. Locate the entry, category, business card or application you want to beam.
2. Tap the  button.
3. Tap the Beam command from the Record menu to open the Beam Status dialog.

4. Point the IR port directly at the IR port of the receiving SPT 1700 terminal.

   Tip: SPT 1700 terminals transmit data at varying distances up to three ft., depending on lighting conditions when IR is activated. For best results, the IR windows should be aligned and clear of obstacles.



5. Wait for the Beam Status dialog to indicate that the transfer is complete before you continue working on your SPT 1700 terminal.

To receive beamed information:

1. Turn on your SPT 1700 terminal.
2. Point the IR port directly at the IR port of the transmitting SPT 1700 terminal to open the Beam Status dialog.
3. Tap the Yes button to accept the transmission.
4. Wait for the Beam Status dialog to indicate that the transfer is complete, then tap the OK button to display the new entry.

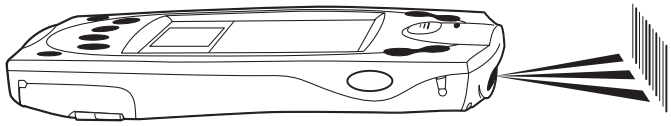
Note: *Incoming entries are filed under the "Unfiled" category.*

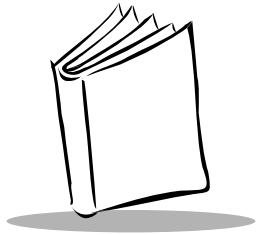
Scanning with the SPT 1700

The SPT 1700 has an integrated laser bar code scanner which, if your unit is configured to use scanning input, allows you to collect data by scanning bar codes.

To scan bar codes with the SPT 1700:

1. Start your scanning application.
2. Aim the scanner at the bar code.
3. Press either the right, left or center scan trigger. Make sure the red scan beam covers the entire bar code. The green scan LED lights and a beep sounds to indicate a successful decode.





Chapter 4
Finding Information With Your SPT 1700 Terminal

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Introduction 4-3
Using the Find Command 4-3
Using Phone Lookup 4-4
    Phone Lookup Tips 4-5

Introduction

This chapter explains how to locate information on your SPT 1700 terminal with the Find command and the Phone Lookup command.

Using the Find Command

The Find command locates any text that you specify and is available in any SPT 1700 terminal application. You can search for whole words or the beginning letters of a word. The Find command searches all the data on your SPT 1700 terminal and lists which applications contain the text.

For example, suppose you want to find a particular name, but aren't sure where you stored it. The Find command immediately lists all instances of that name and enables you to jump directly to the name.

To use the Find command:

1. Tap the icon from any SPT 1700 terminal application to open the Find dialog.

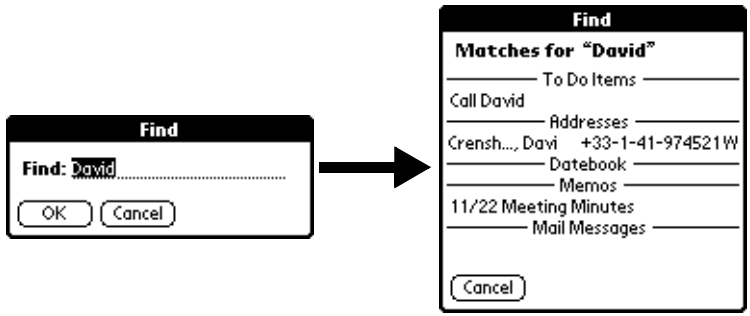
   Tip: If you select text in an application before you tap the Find button, the selected text automatically appears in the Find dialog.

2. Enter the text that you want to find in your SPT 1700 terminal.

Note: *The Find command is not case-sensitive. In other words, searching for the name "davidson" also finds "Davidson." The Find command also searches the contents of notes.*

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3. Tap the OK button to display a list of all instances of the text that you specified.



Note: *As your SPT 1700 terminal searches for the text, you can tap the Stop button at any time, for instance, if the entry you want appears before your SPT 1700 terminal finishes the search. To continue the search after you tap Stop, tap the Find More button.*

4. Tap the text that you want to review to display the selected entry and its corresponding SPT 1700 terminal application on the screen.

Using Phone Lookup

In addition to using the Find feature to locate text, you can search for and display phone numbers with the Phone Lookup menu command. After you find a phone number, you can paste it directly into an SPT 1700 terminal application.

For example, if you want to include a phone number in a memo, use the Phone Lookup feature to find the phone number and transfer it directly into the memo.

To use the Phone Lookup command:

1. Display the entry where you want to insert a phone number. This can be an event in the Date Book, a To Do List Item or a memo in the Memo Pad application.

Note: *The Phone Lookup feature is not available in the Address Book and Expense applications.*

2. Tap the icon to open the menus for your application.
3. Tap Phone Lookup from the Options menu to display the Phone Number Lookup screen.



4. Tap the phone number you want to use.

Note: *To find a phone number more quickly, you can enter the first letter of the name you want to find in the Look Up line at the bottom of the screen. The list scrolls to the first name that starts with that letter. You can continue to add letters to narrow your search.*

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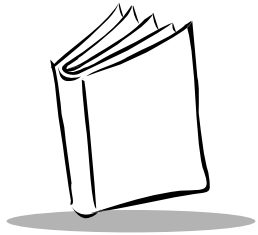
5. Tap the Add button to close the Phone Number Lookup screen and paste the name and phone number you selected into the entry selected in step 1.

Phone Lookup Tips

You can also use the Graffiti® Command stroke "/L" to activate the Phone Lookup feature.

- You can use Phone Lookup while entering text. For example, to insert the full name and phone number for someone with the last name "Williams," write the Graffiti characters for "Wi", then the Phone Lookup Command stroke "/L."

  Assuming you have only one Address Book entry that begins with "Wi," your SPT 1700 terminal inserts the full name "Williams" (and the corresponding phone number). If you have more than one name that begins with "Wi," the Phone Lookup screen appears.
- The Phone Lookup feature also works for selected text. Drag to highlight the text, and then write the Phone Lookup Command stroke "/L." Your SPT 1700 terminal replaces the selected text and adds the phone number to the name that it finds.



Chapter 5
Applications: Address Book

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- Editing an Address Book Entry 5-6
- Deleting an Address Book Entry 5-7
- Working With Address Book Entries. 5-7
- Beaming Address Entries to Other SPT 1700 Terminals 5-11

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- Record Menu 5-12
- Options Menu. 5-14

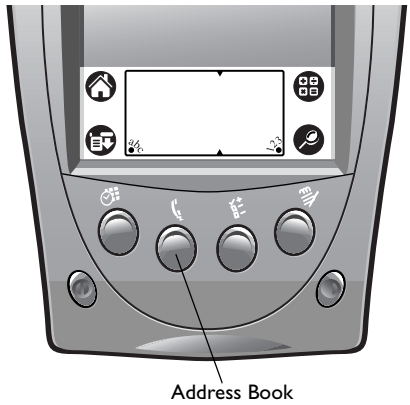
Introduction

The Address Book enables you to keep names, addresses, phone numbers and other information about your personal or business contacts.

With the Address Book, you can:

- Quickly look up or enter names, addresses, phone numbers and other information.
- Enter up to five phone numbers (home, work, fax, car, etc.) or e-mail addresses for each name.
- Define which phone numbers appear in the Address List screen for each Address Book entry.
- Attach a note to each Address Book entry where you can enter additional information about the entry.
- Assign categories to your Address Book entries, so you can quickly sort and view your entries in logical groups.

Press the Address Book button on the front panel of the SPT 1700 terminal to display the Address Book on the screen.



Address Book Entries

An Address Book entry is where you store name and address information about people or businesses. Your SPT 1700 terminal makes it easy to create, edit and delete Address Book entries.

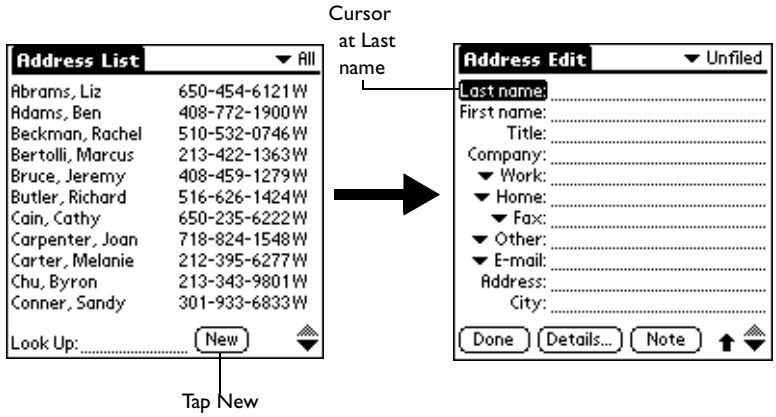
Creating an Address Book Entry

You can create Address Book entries on your SPT 1700 terminal, or use the Symbol Palm Terminal Desktop software to create Address Book entries on your computer and download the entries to your SPT 1700 terminal with the next HotSync® operation. See Chapter 9, *Applications: HotSync®* for details.

Note: *The Symbol Palm Terminal Desktop software also has data import capabilities that enable you to load database files into the Address Book*
on your SPT 1700 terminal. Refer to the online documentation supplied with the Symbol Palm Terminal Desktop software for details.

To create a new Address Book entry:

1. Press the button on the front of your SPT 1700 terminal to display the Address List screen.
2. Tap the New button to display the Address Edit screen.



3. Enter the last name of the person you want to add to your Address Book.

Note: *Your SPT 1700 terminal automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the Graffiti® capital stroke to capitalize the first letter of the name.*

---

4. Use the Next Field Graffiti stroke to move to the First Name field.



Note: *You can also move to any field by tapping it directly.*

---

5. Enter the person's first name in the First Name field.
6. Repeat steps 4 and 5 to enter the other information that you want to include in this Address Book entry.
7. Tap the ◆ arrows to move to the next page of information.
8. After you finish entering information, tap the Done button to return to the Address List screen.



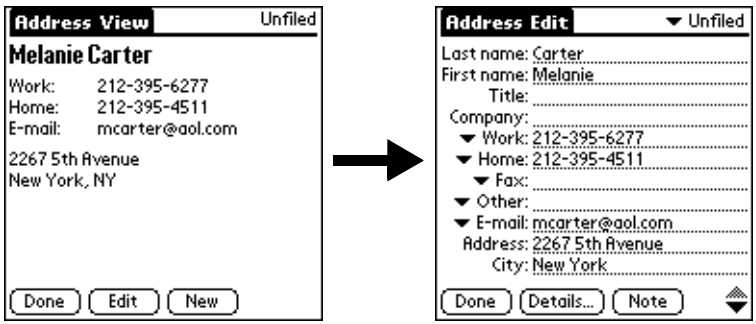
Tip: You can create an Address Book entry that always appears at the top of the list by beginning the Last name (or Company name) field with a blank space. For example, you might create an "If Found Call" entry that contains your name and phone number in case you lose your SPT 1700 terminal.

Editing an Address Book Entry

After you create an Address Book entry, you can update it or enter additional information any time.

To edit an Address Book entry:

1. Tap the Address Book entry that you want to change to display the Address View screen for that entry.
2. Tap the Edit button (or anywhere on the screen) to display the Address Edit screen.



3. Tap any field (Address, City, etc.) and enter or change the information.

4. After you finish, tap the Done button to return to the Address List screen.

Deleting an Address Book Entry

Use the Menu Commands (described in *Record Menu* on page 5-12) or the Address Entry Details dialog to delete an entry.

To delete an entry with the Address Entry Details dialog:

1. Tap the Address Book entry that you want to delete to display the Address View screen for that entry.
2. Tap the Edit button to display the Address Edit screen.
3. Tap the Details button to open the Event Details dialog.
4. Tap the Delete button to open the Delete Address alert.
5. Tap the OK button to confirm you want to delete the entry.

Working With Address Book Entries

Your SPT 1700 terminal enables you to quickly find your Address Book entries, group them by category, and display the entries by name or company name. You can also choose the type of information you want your entries to include and exchange Address Book information with other SPT 1700 terminal users.

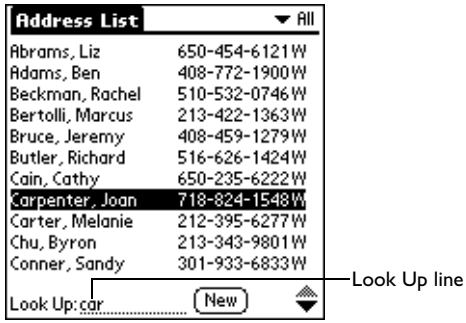
Looking Up Address Book Entries

When working with the Address Book, the scroll button on the front panel of the SPT 1700 terminal makes it easy to navigate among your address entries. In the Address List screen, the scroll button moves up or down an entire screen of address entries. If you hold down the scroll button, you accelerate the scrolling so that it displays every third screen. In the Address View screen, the scroll button moves to the previous or next address entry.

You can also use the Address List Look Up feature to quickly scroll to any of your Address Book entries.

To look up an Address Book entry:

1. Display the Address List screen.
2. Enter the first letter of the name you want to find.



Note: *The letter appears on the Look Up line and the list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those two letters. For example, writing an "s" might scroll to "Sands," and writing "sm" might scroll further to "Smith." If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.*

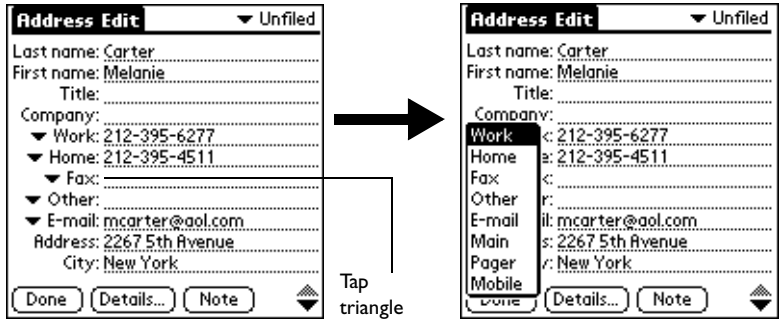
3. Tap any entry to view its contents, or use the carriage return stroke to view the selected entry.

Choosing Types of Phone Numbers

Your SPT 1700 terminal enables you to choose the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current Address Book entry.

To choose other types of phone numbers in an Address Book entry:

1. Tap the Address Book entry that you want to change to display the Address View screen for that entry.
2. Tap the Edit button to display the Address Edit screen for that entry.
3. Tap the pick list next to the label you want to change.



4. Tap the new label you want to use.

Assigning Address Categories

Categories can help you file individual Address Book entries into groups for easy review. You can assign and edit categories in the Address Book or by using the Categories pick list in the Details dialog (see *Using Categories* on page 3-23 for a complete description of categories).

To assign a category to an Address Book entry:

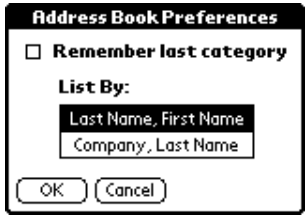
1. Tap the Address Book entry you want to assign to a category.
2. Tap the Edit button in the Address View screen to display the Address Edit screen.
3. Tap the pick list in the upper-right corner and tap the category that you want to assign to the Address Book entry.

Sorting by Name or Company

You can sort the entries in the Address List screen by Company and Last Name, rather than by Last Name and First Name. These settings do not change your Address Book data; they merely change the view.

To sort the entries in the Address List screen:

1. Display the Address List screen.
2. Tap the icon to open the Address Book menus.
3. Tap Preferences from the Options menu to open the Address Book Preferences dialog.



4. Tap the setting that you want for the Address List screen.
5. Tap the OK button to display the Address List screen with your new setting.

Note: *Entries with no company name sort by last name.*

Changing Address Entry Details

The Address Entry Details dialog provides a variety of options that you can associate with an Address entry.

To open the Address Entry Details dialog:

1. Tap an Address Book entry to display the Address View screen for that entry.
2. Tap the Edit button to display the Address Edit screen.
3. Tap the Details button to open the Address Entry Details dialog.



4. Select any of the following settings:

Show in List	Choose which type of phone or other information appears on the Address List screen for the current entry. Your options are: Work, Home, Fax, Other and E-mail.
Category	Assign the entry to a particular category. Your options are: Business, Personal, QuickList, Unfiled and Edit Categories.
Private	Hide this entry when the security features are turned on.

Beaming Address Entries to Other SPT 1700 Terminals

The IR port on your SPT 1700 terminal enables you to beam the following Address Book entries to other SPT 1700 terminals:

- **Business card.** A specially designated entry containing information you want to exchange with business contacts. You can send your business card quickly with one-touch beaming.
- **Current address entry.** The entry currently selected on your SPT 1700 terminal. For example, you may want to beam the name of a business contact to a coworker who also uses an SPT 1700 terminal.
- **Category of address entries.** All entries assigned to the selected category. For example, you might want to share your list of restaurants with a friend.

Note: *For more on the IR port, see Beaming Information to Other SPT 1700 Terminals on page 3-28.*

To select a business card:

1. Create an Address Book entry containing the information you want on your business card.
2. Tap your business card entry to display the Address View screen for that entry.
3. Tap the icon to open the Address Book menus.
4. Tap Select Business Card from the Record menu, and tap Yes to accept this entry as your business card.

To beam a business card:

1. Tap your business card entry to display the Address View screen for that entry.
2. Tap the icon to open the Address Book menus.
3. Tap Beam Business Card from the Record menu to beam your card to another SPT 1700 terminal.

   Tip: You can press the button for about two seconds to beam your card.

To beam the current entry:

1. Tap an Address Book entry that you want to beam to display the Address View screen for that entry.
2. Tap the icon to open the Address Book menus.

3. Tap Beam Address from the Record menu to beam the current entry to another SPT 1700 terminal through the IR port.

   Tip: You can set the full-screen pen stroke to beam the current entry. See *Pen Preferences* on page 12-4 for details.

To beam the current category:

1. Display the Address List screen.
2. Tap the pick list in the upper-right corner and tap the category you want to beam to display the entries in that category.
3. Tap the icon to open the Address Book menus.
4. Tap Beam Category from the Record menu to beam the entries in the current category to another SPT 1700 terminal through the IR port.

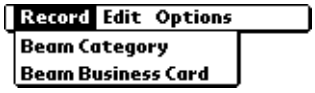
Address Book Menu Commands

The Address Book includes menu commands to make it fast and easy to perform common file and editing tasks. This section explains the menu commands specific to the Address Book.

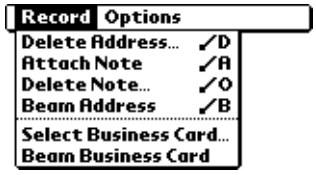
Refer to *Using Menus* on page 3-18 for information about menu commands common to all of your SPT 1700 terminal applications.

Record Menu

When you select the Record menu, its commands appear on the screen. The menu commands are slightly different depending on the current screen.



Address List



Address View

Delete Address	Opens an alert dialog prompting you to confirm deletion of the current entry. Tap the OK button to delete the entry from your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and keep the entry. **Note:** By default, your SPT 1700 terminal removes the entry from the Address Book, but retains a copy of the entry and transfers it to an archive file on your computer the next time you perform a HotSync operation. To remove the entry completely, clear the Save archive copy on PC check box.
Attach Note	Opens the Address Book Note dialog where you can create a Note for the current entry.
Delete Note	Opens an alert dialog prompting you to confirm deletion of the Note attached to the entry. Tap the OK button to delete the Note, or tap the Cancel button to close the alert dialog and keep the note.
Beam Address	Beams the current Address Book entry to another SPT 1700 terminal through the IR port.
Beam Category	Beams all Address Book entries in the current category to another SPT 1700 terminal through the IR port.
Select Business Card	Enables you to select the current Address Book entry as your business card. To beam your business card to other SPT 1700 terminals, use the Beam Business Card command.
Beam Business Card	Sends the current business card to another SPT 1700 terminal through the IR port. You can also initiate this command by holding down the Address Book button for at least two seconds. This is a convenient way to exchange business cards with other SPT 1700 terminal users.

Options Menu

When you select the Options menu, its commands appear on screen.



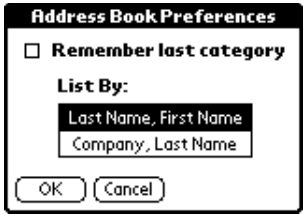
Address List



Address View

Font Opens the Select Font dialog where you can choose a different font (text) style for your Address Book entries. See *Choosing Fonts* on page 3-21 for details.

Preferences Opens the Address Book Preferences dialog.



- **Remember last category.** Determines how the Address Book appears when you return from another Palm application (Memo Pad, To Do List, etc.). If you select this check box, the Address Book shows the last category you selected. When you clear it, the Address Book shows the address entries for all categories.
- **List By.** Determines whether address entries sort by last name, first name or by company name, last name in the Address List screen.

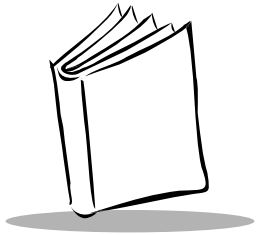
Rename Custom Fields

Enables you to define custom field names. Each Address Book entry contains four "custom fields" that you can rename. Any changes you make to the names of the custom fields appear in all of your Address Book entries.



About Address Book

Shows version (revision) information for the Address Book application.



Chapter 6
Applications: Calculator

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Introduction 6-3
Using the Calculator Screen 6-3
Special Calculator Buttons. 6-3
Calculator Menu Commands 6-4
Recent Calculations. 6-4

Introduction

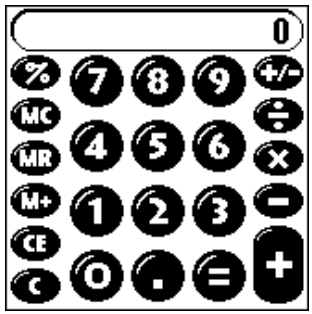
The Calculator enables you to perform basic calculations. You can also store and retrieve values in the Calculator's memory.

To open the Calculator tap the icon next to the Graffiti® area.

Using the Calculator Screen

The Calculator performs addition, subtraction, multiplication and division operations.

To use the Calculator screen, use your finger or the stylus to tap the Calculator buttons that appear on the screen.



Special Calculator Buttons

The Calculator includes several buttons to help you perform calculations.

CE — Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

C — Clears the entire calculation to begin a new calculation.

+/- — Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then press* the +/- button.



Places the current number into Memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value, or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.



Recalls the stored value from memory and inserts it in the current calculation.



Removes any value stored in the Calculator memory.

Calculator Menu Commands

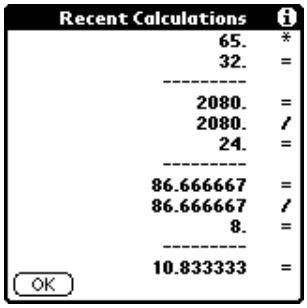
The Calculator supports Copy and Paste commands. You can use these commands to copy a value from the Calculator and paste it into another application on your SPT 1700 terminal. Similarly, you can copy values from other applications on your SPT 1700 terminal, such as Expense, and paste the values into the Calculator. For additional information on the Copy and Paste commands, see *Using Menus* on page 3-18.

Recent Calculations

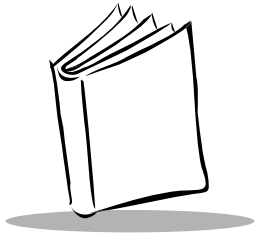
The Recent Calculations command enables you to review the last series of calculations, and is particularly useful for confirming a series of “chain” calculations.

To display the Recent Calculations:

1. Tap the  icon to open the Calculator menus.
2. Tap Recent Calculations from the Options menu to display the Recent Calculations screen.



3. After you finish reviewing the dialog, tap the OK button to close the Recent Calculations dialog and return to the Calculator.



Chapter 7
Applications: Date Book

Chapter Contents

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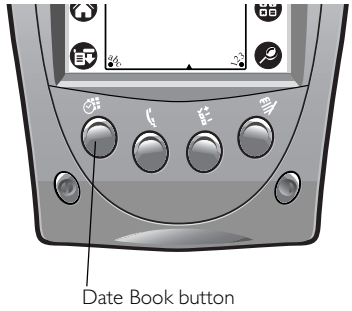
Introduction

The Date Book enables you to quickly and easily schedule appointments or any kind of activity associated with a time and date.

With the Date Book, you can:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week View feature makes it easy to spot any potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch or afternoon appointments.
- Set an alarm to sound prior to the scheduled activity.
- Create reminders for events that are based on a particular date, rather than time of day. Birthdays and anniversaries are easy to track with your SPT 1700 terminal.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open the Date Book, press the Date Book button on the front panel of the SPT 1700 terminal.



Scheduling an Event

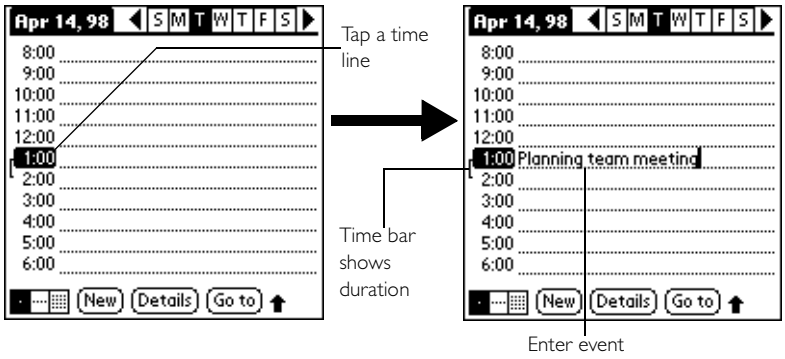
An event can be any kind of activity that you associate with a day. When the Date Book screen first appears, it shows the current date and a list of times for a normal business day. You can enter a new event on any of the available time lines.

When you create an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

You can also include events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays and anniversaries. These are referred to as untimed events. Untimed events appear at the top of the Date Book screen with a diamond in the time list. You can have several untimed events on a particular date.

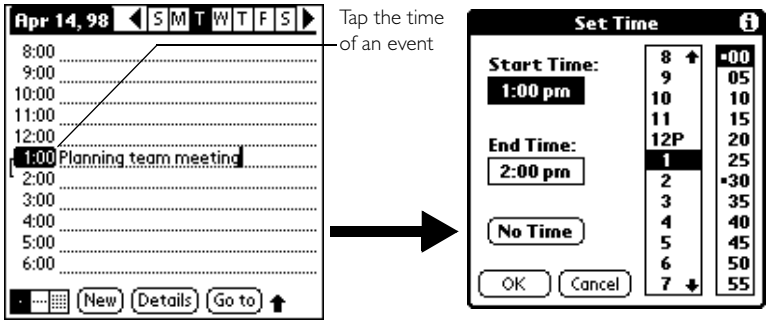
To schedule an event for the current day:

1. Tap the time line that corresponds to your event in the Date Book screen.

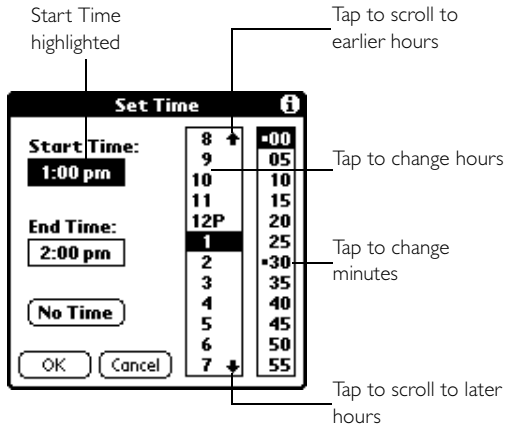


2. Use the stylus to write Graffiti® character strokes (or the on-screen keyboard) to describe your event. You can enter up to 255 characters.
3. If your appointment is longer or shorter than an hour, tap the time of the event to open the Set Time dialog. If your appointment is one hour long, skip to step 7.

Note: *You can also open the Set Time dialog (to select a start time) by making sure no event is selected, then writing a number on the number side of the Graffiti writing area.*



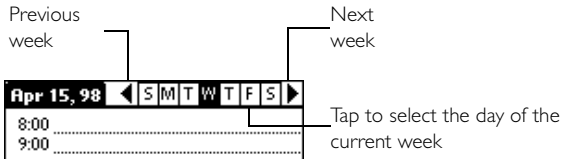
4. Tap the time columns on the right side of the Set Time dialog to set the Start Time.


Start Time highlighted
Tap to scroll to earlier hours
Set Time
Start Time:
1:00 pm
End Time:
2:00 pm
No Time
OK
Cancel
8 9 10 11 12P 1 2 3 4 5 6 7
00 05 10 15 20 25 30 35 40 45 50 55
Tap to change hours
Tap to change minutes
Tap to scroll to later hours

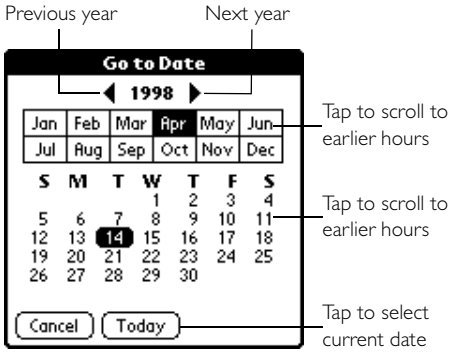
5. Tap the End Time box, and then tap the time columns to set the End Time.
6. Tap the OK button to confirm your selection and close the Set Time dialog.
7. Tap a blank area of the screen to de-select the event. A vertical line appears next to the time, indicating the duration of the event.

To schedule an event for another day:

1. Select the date you want for the event by doing one of the following:
   - Tap the day of the week that you want in the Date Bar at the top of the Date Book screen. If necessary, tap the Previous week or Next week scroll bars to move to another week.



- Tap the Go To button to open the Go to Date dialog. Select a date by tapping a year, month and day in the calendar.

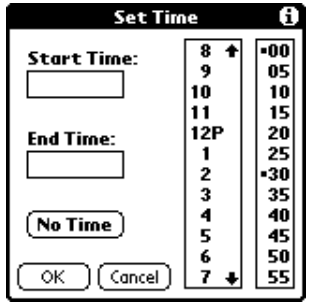

Previous year
Next year
Go to Date
1998
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30
Cancel
Today
Tap to scroll to earlier hours
Tap to scroll to earlier hours
Tap to select current date

- Press the scroll button on the front panel of the SPT 1700 terminal to scroll to another day. Press the upper half of the button to move to the previous day or the lower half to move to the next day.

2. After you locate the date, follow the steps described in the previous section, *To schedule an event for the current day:*.

To schedule an untimed event:

1. Select the date that you want for the event as described in the previous section, *To schedule an event for another day:*.
2. Tap New to open the Set Time dialog.

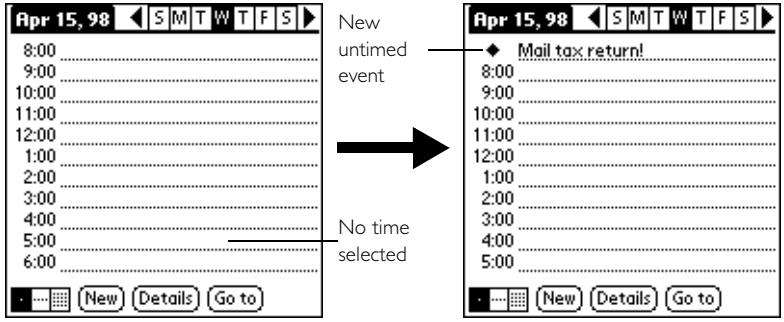


3. Tap OK, so that no start or end times are defined for the new event.

Note: *You can also create a new untimed event by making sure no event is selected, then writing letters in the Graffiti writing area.*

---

4. Enter a description for the event (which appears at the top of the Date Book screen).



5. Tap a blank area on the screen to de-select the untimed event.

Note: *If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap the No Time button, then tap the OK button to confirm your selection and close the Set Time dialog.*

Rescheduling an Event

You can easily make changes to your schedule with your SPT 1700 terminal.

To reschedule an event:

1. Tap the event you want to reschedule.
2. Tap the Details button to open the Event Details dialog for that event.
3. To change the time, tap the Time box and select the new time as described earlier in this chapter.
4. To change the date, tap the Date box and select the new date as described earlier in this chapter.
5. Tap the OK button to close the Event Details dialog and return to the Date Book screen.

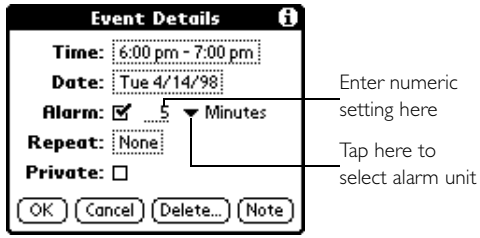
Setting an Alarm for an Event

The Alarm setting enables you to set an audible alarm for events in your Date Book. You can set an alarm to sound minutes, hours or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours or days.

When you set an alarm, an icon appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears on the SPT 1700 terminal screen.

To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.
2. Tap the Details button to open the Event Details dialog for that event.
3. Select the Alarm check box in the Event Details dialog to activate the alarm.
4. Tap the Alarm units pick list to select Minutes, Hours or Days.
5. Select the "5" and enter any number from 0 to 99 (inclusive) as the numeric alarm setting.



6. Tap the OK button to close the Event Details dialog and return to the Date Book screen.

Note: *You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event; instead, the reminder message appears on the screen of the SPT 1700 terminal.*

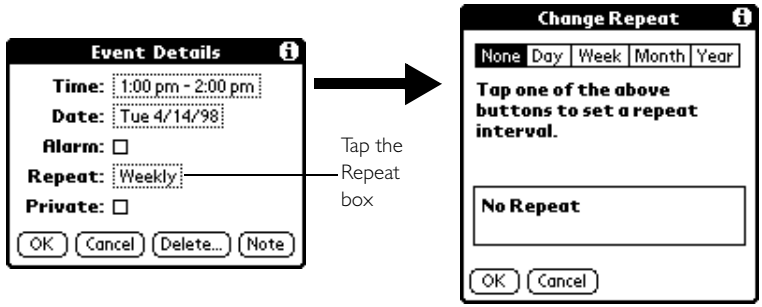
For example, you could create a reminder for an untimed event that occurs on February 4th. If the alarm reminder is set for 5 minutes, the alarm reminder appears at 11:55 PM on the night of February 3rd. The reminder remains on the screen until you turn on your SPT 1700 terminal and tap the OK button to dismiss it.

Scheduling Repeating Events

The Repeat function enables you to schedule events that recur at regular intervals. A birthday is a good example of an event that repeats annually. Another example would be a weekly guitar lesson that falls on the same day of the week and the same time of day. After you enter a repeating event, a icon appears to the far right of the event.

To schedule a repeating event:

1. Tap anywhere on the text of an event in the Date Book screen.
2. Tap the Details button to open the Event Details dialog.
3. Tap the Repeat box in the Event Details dialog to open the Change Repeat dialog.



4. Tap Day, Week, Month or Year in the Change Repeat dialog.
5. Enter a number that corresponds to how often you want the event to repeat in the "Every" area. For example, if you select Month and enter the number "2," the event repeats every other month.
6. If you want to specify an ending date for the repeating event, tap the End on pick list and tap Choose Date. Use the Date Picker to select an end date.
7. Tap the OK button to close the Change Repeat dialog and activate your settings.

Considerations for the Repeat Function

- If you change the start date of a repeating event, your SPT 1700 terminal calculates the number of days you have moved the event, then automatically changes the end date to maintain the duration of the repeating event.
- If you change the *repeat type* (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are left alone and your SPT 1700 terminal creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your SPT 1700 terminal adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to all occurrences, your SPT 1700 terminal creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are left alone and not changed.
- If you make a change to one occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon.

Marking a Private Event

You can designate a specific event as "private." When you activate the Security features, your SPT 1700 terminal hides all private entries and you must enter a password to display them on the screen.

To mark an event as private:

1. Tap the event you want to mark as private.
2. Tap the Details button to open the Event Details dialog for that event.
3. Select the Private check box.
4. Tap the OK button to close the Event Details dialog and return to the Date Book screen.

Deleting an Event

There are three ways to delete an event from the Date Book application: simply delete the text of the event, use the Menu Commands (described in the *Record Menu* section later in this chapter), or use the Event Details dialog.

Note: *If you delete the text of a repeating event, you delete all instances of that event. If you use the Menu Command or the Event Details dialog, you can delete one occurrence of the event (as an exception) or all occurrences.*

To delete an event with the Event Details dialog:

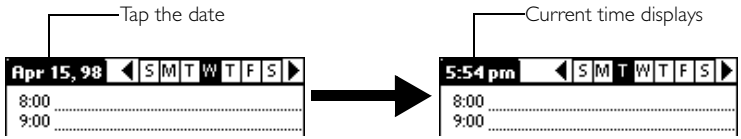
1. Tap anywhere in the text area of the event to delete.
2. Tap the Details button to open the Event Details dialog.
3. Tap the Delete button to open the Delete Event alert.
4. Tap the OK button to confirm you want to delete the event.

Changing the Date Book View

In addition to displaying the calendar for a specific day, you can also display your Date Book by the week or month, and you can display the current time.

To toggle through the different views, press the Date Book button repeatedly to display the next view.

To display the current time tap the date in the Date Book title bar to display the current time.



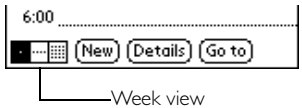
Note: *After a few seconds, the title bar reverts to show the date.*

Working in Week View

The Week View shows a chart of your events for an entire week. This view lets you quickly review your appointments and available time slots. The graphical display helps you spot overlaps and conflicts in your schedule.

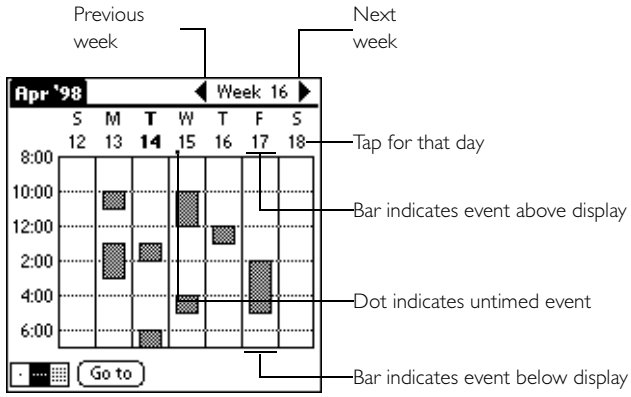
To display the Week View:

1. Tap the Week View button in the Date Book screen to display the Week View.

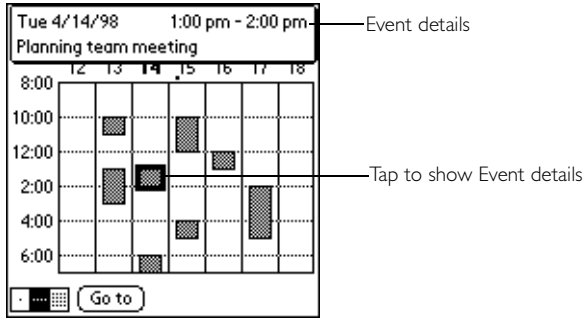


2. Tap the navigation controls to move forward or backward a week at a time, or to display details of an event.

Note: *The Week View also shows untimed events and events that are before and after the range of times shown.*



3. Tap any of your events to show a description of the event.



If you want to reschedule an event, tap and drag the event to a different time or day.

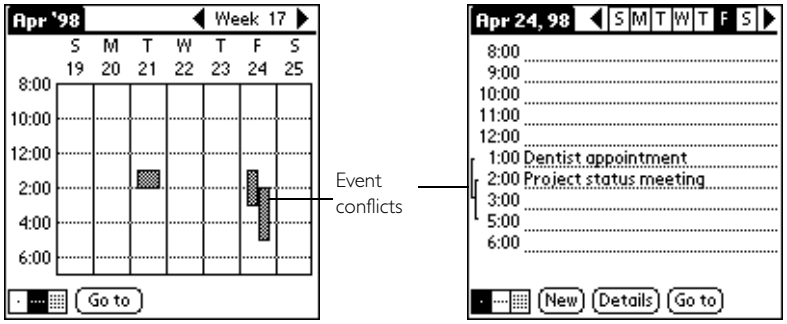
You can tap a blank time on any day to move to that day and have the time selected for a new event. Or you can tap any of the days and dates that appear at the top of the Week View to move directly to that day without selecting an event.

The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column, and these ⬍ on-screen scroll arrows appear if your scheduled events go beyond the displayed time range.

Spotting Event Conflicts in Week View

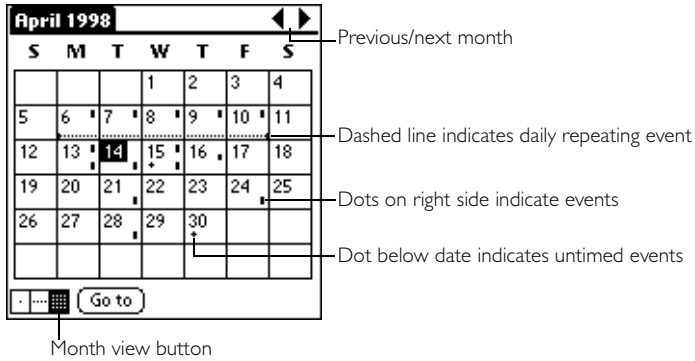
With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

In this case, any event conflict (time overlap) appears in the Week View as overlapping bars. The Day View displays bracketed bars to the left of the conflicting times.



Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month View indicate events, repeating events and untimed events.


April 1998
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30
Go to
Previous/next month
Dashed line indicates daily repeating event
Dots on right side indicate events
Dot below date indicates untimed events
Month view button

Tap any day that appears in the Month View screen to move directly to that day with the Day View screen. Tap the arrows at the top to move forward or backward a month. Tap the Go to button to open the Date Picker and choose a different month.

When the Month View is on the screen, you can use the scroll button on the front panel of the SPT 1700 terminal to move between months. Press the upper half of the button to display the previous month, or press the lower half to display the next month.

Note: *You can control the dots and lines that appear in the Month View. See "Options Menu" later in this chapter.*

Date Book Menu Commands

The Date Book includes menu commands to perform common file and editing tasks. This section explains the menu commands that are specific to the Date Book.

See *Using Menus* on page 3-18 for information about menu commands common to all of your SPT 1700 terminal applications.

Record Menu

When you select the Record menu, its commands appear on screen.



New Event	Creates an event and opens the Set Time dialog where you can choose start and end times for the new event. If you do not enter start and end times, it creates a blank untimed event.
Delete Event	Opens an alert dialog, prompting you to confirm that you want to delete the current event. You must tap an event before you use the Delete Event command. Tap the OK button to delete the event from your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and keep the event. **Note:** By default your SPT 1700 terminal removes the event from the Date Book, but retains a copy of the event and transfers it to an archive file on your computer the next time you perform a HotSync® operation. To remove the event completely, clear the Save archive copy on PC check box.
Attach Note	Opens the Note dialog, where you can create a Note for the current event.
Delete Note	Opens an alert dialog, prompting you to confirm that you really want to delete the Note attached to the event. Tap the OK button to delete the Note from the memory of your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and return to the Date Book.

Purge

Opens an alert dialog, prompting you to confirm that you want to purge events older than a certain time period — based on the current date on the internal clock on the SPT 1700 terminal. You can use the Purge command to conserve memory on your SPT 1700 terminal. The default setting for the Purge alert is to "Save archive copy on PC." This setting removes events from the Date Book, but retains copies and transfers them to an archive file on your computer during the next HotSync operation.

Note: The Purge command also deletes repeating events if they *end* before the date that you activate the Purge command.

Beam Event

Beams the current event to another terminal through the IR port. See *Beaming Information to Other SPT 1700 Terminals* on page 3-28 for more information.

Options Menu

When you select the Options menu, its commands appear on screen.



Font — Opens the Select Font dialog where you can choose a different font (text) style for your Date Book entries. See *Choosing Fonts* on page 3-21 for details.

Preferences — Enables you to set the range of times that appear in the Date Book, and to automatically activate alarms for each event.



- **Start/End Time.** Enables you to define the start and end times for the Date Book screens. If the time slots you select do not fit on one screen, you can tap the ⬍ arrows to scroll up and down.
- **Alarm Preset.** Automatically sets an alarm for each new event. The alarm for untimed events is defined by minutes, days or hours before midnight of the date associated with the event.
- **Alarm sound.** Controls the type of tone the alarm generates when it sounds.
- **Remind me.** Defines how many times the alarm sounds. The choices are: Once, Twice, 3 times, 5 times and 10 times.
- **Play every.** Defines how often the alarm sounds. The choices are every: Minute, 5 minutes, 10 minutes and 30 minutes.

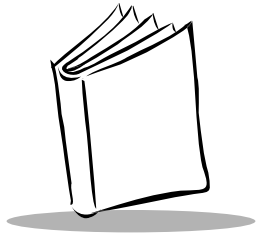
Display Options Allows you to change the Date Book's appearance and which events display.



- **Show Time Bars.** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
- **Compress Day View.** Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings.** These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed or Daily Repeating events in the Month View *only*.

Phone Lookup Activates the Phone Lookup feature. See *Using Phone Lookup* on page 4-4.

About Date Book Shows version (revision) information for the Date Book application.



Chapter 8
Applications: Expense

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Introduction

The Expense application enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer.

With the Expense application you can:

- Record dates, type of expenses, amount spent, payment method and other details associated with any money that you spend.
- Create categories for your expenses, such as business and personal expenses associated with a range of dates.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft® Excel spreadsheet (version 5.0 or later) on your computer. (Microsoft Excel is *not* included with the SPT 1700 package.)

To open Expense:

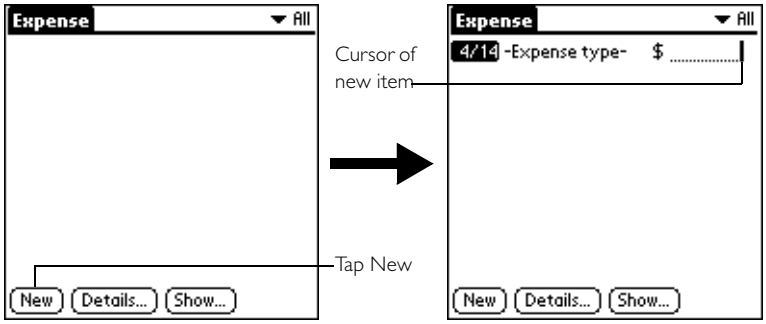
1. Tap the icon to open the Applications Launcher.
2. Tap the icon to display the Expense List screen.

Creating an Expense Item

Expense enables you to record the date, expense type and the amount that you spent. You can sort your expense items into categories or add other information that you want to associate with the item.

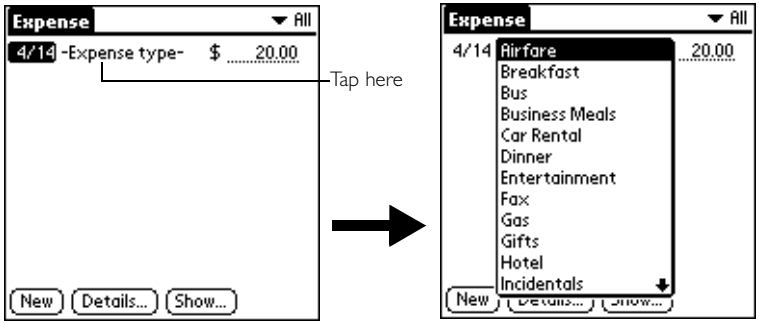
To create an expense item:

1. Tap the New button in the Expense List to create a new item.



Note: *You can also create a new expense item by writing on the number side of the Graffiti® pad while in the Expense List screen. The first number you write begins your new expense item.*

2. Enter the amount of the expense.
3. Tap the Expense Type pick list and select a type from the list.



Note: *As soon as you select an expense type, your SPT 1700 terminal saves your entry. If you do not select an expense type, it does not save the entry.*

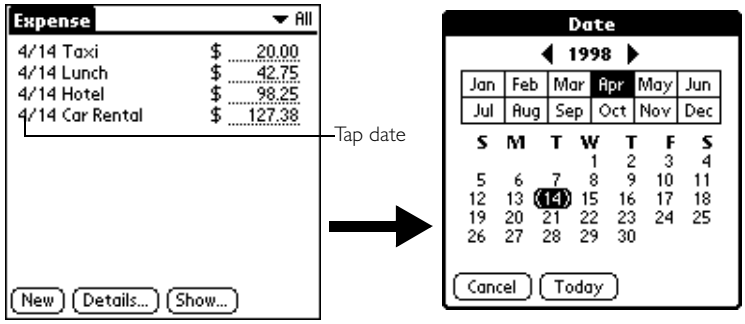
Tip: A quick way to create a new expense item is to make sure that no expense item is selected in the Expense List, write the first letter(s) of the expense type, then write the numerical amount of the expense item. This technique takes advantage of the automatic fill feature. See *Options Menu* later in this chapter for details.

Changing the Expense Item Date

Initially, expense items appear with the date you enter them on your SPT 1700 terminal. You can use the Expense application to change the date associated with any expense item.

To change the date of an expense item:

1. Tap the expense item you want to change to highlight the date.
2. Tap the date of the selected item to open the Date dialog.



3. Tap the date you want for the expense item.

For more information about the Date dialog, see *Scheduling an Event* on page 7-3.

Entering Receipt Details

The Expense application provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog.

To open the Receipt Details dialog:

1. Tap the expense item you want to assign details.
2. Tap the Details button to open the Receipt Details dialog.



3. Select any of the following options:

Category — Defines the category for the Expense item. The default Category is Unfiled when All is selected. Otherwise, the default is the currently selected Category. An expense item remains in the default category until you change it.

Your SPT 1700 terminal provides two sample categories, New York and Paris, to show how you might sort your expenses according to different business trips.

Choose Edit Categories from the pick list to change existing or to create new expense categories. For example, you might create a category for a range of dates, such as a week or month, or you might delete or rename the New York and Paris categories.

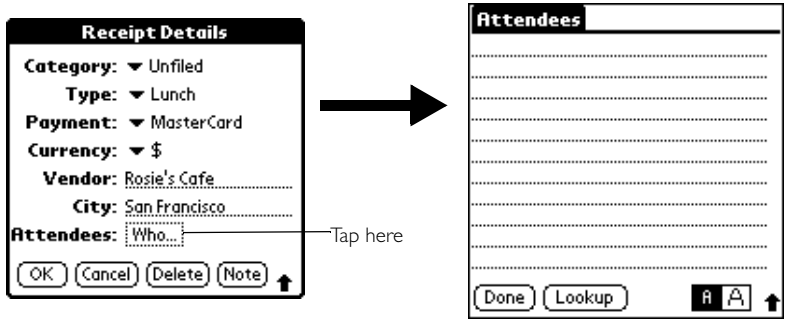
Type — Opens a pick list of the expense type options so that you can change the expense type for any of your expense items.

Payment — Enables you to choose the payment method used to pay the expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See *Transferring Your Data to Microsoft Excel* later in this chapter for more information.

Currency — Enables you to choose the type of currency used to pay the expense item. The default currency unit is defined in the Preferences dialog (see *Preferences* on page 8-15 later in this chapter). You can also display up to four other common types of currency. See *Customizing the Currency Pick List* on page 8-7 for details.

Vendor and City — Enable you to record the name of the vendor (usually a company) associated with the expense and the city where the expense took place. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City).

Attendees Displays Attendees screen which resembles a memo in the Memo Pad. You can use this screen to list the people who attended the activity associated with the expense or to make notes, such as the purpose of the expense.



Note: *You can tap the Lookup button to display the names (and the corresponding companies) of the people in your Address Book. The Lookup button's function is similar to the Phone Lookup feature described in Using Phone Lookup on page 4-4.*

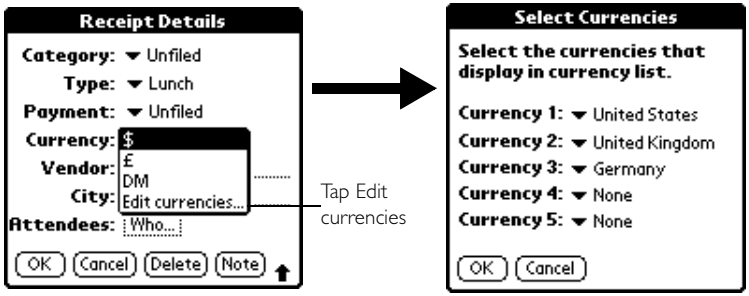
4. Tap the OK button to close the Receipt Details dialog and activate your selections.

Customizing the Currency Pick List

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

1. Tap the Currency pick list in the Receipt Details dialog, then tap the Edit Currencies selection to open the Select Currencies dialog.



2. Tap each Currency pick list to choose the country whose currency you want to display on that line.
3. Tap the OK button to close the Select Currencies dialog and activate your selections.

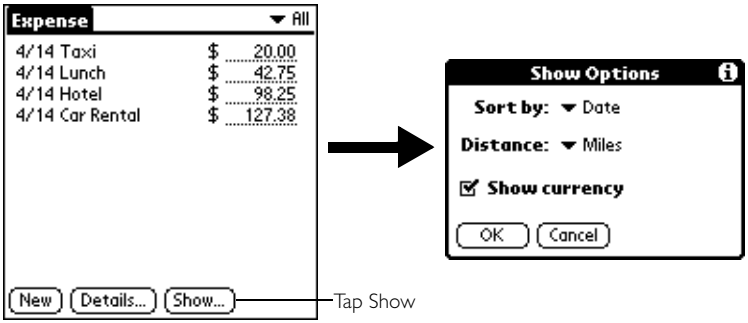
Note: *If the currency you want to use is not in the list of countries, create your own custom country and currency symbol. See Expense Menu Commands later in this chapter for details.*

Show Options

The Show Options define the sort order and other settings that relate to your expense items.

To open the Show Options dialog:

1. Tap the Show button in the Expense List to open the Show Options dialog.



2. Select any of the following options:

Sort By	Sorts the Expense entries by date or expense type.
Distance	Displays Mileage entries in miles or kilometers.
Show Currency	Shows or hides the currency symbol in the expense list.

3. Tap the OK button to close the Show Options dialog and activate your selections.

Transferring Your Data to Microsoft Excel

After you enter your expenses into the Expense application on your SPT 1700 terminal, the Symbol Palm Terminal Desktop software enables you to view and print the data with your computer.

Note: *You need Microsoft Excel version 5.0 (or later) to view and print your Expense data using one of the provided templates. Microsoft Excel is not included with the SPT 1700 terminal package. The procedures in this section also assume that you have installed the Symbol Palm Terminal Desktop software. See Symbol Palm Terminal Desktop Software on page 1-21 for more information.*

Printing an Expense Report

Symbol Palm Terminal Desktop makes it quick and easy to print your Expense data.

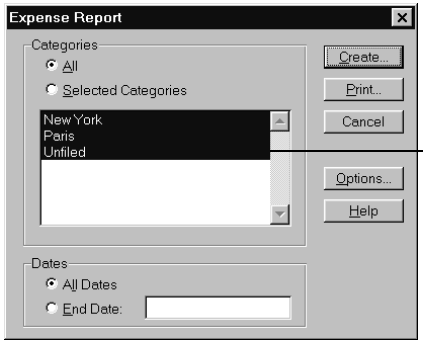
To print your expense report:

1. Perform a HotSync® operation to transfer your latest Expense data to your computer and make it available to Symbol Palm Terminal Desktop. See Chapter 9, *Applications: HotSync®* for details.
2. Click the Expense button in Symbol Palm Terminal Desktop to open Microsoft Excel and the Expense Report configuration dialog.

Note: *If you launch Expense from the Start menu (instead of Symbol Palm Terminal Desktop), first choose your SPT 1700 terminal user name.*

---

3. Click the expense category that you want to print.



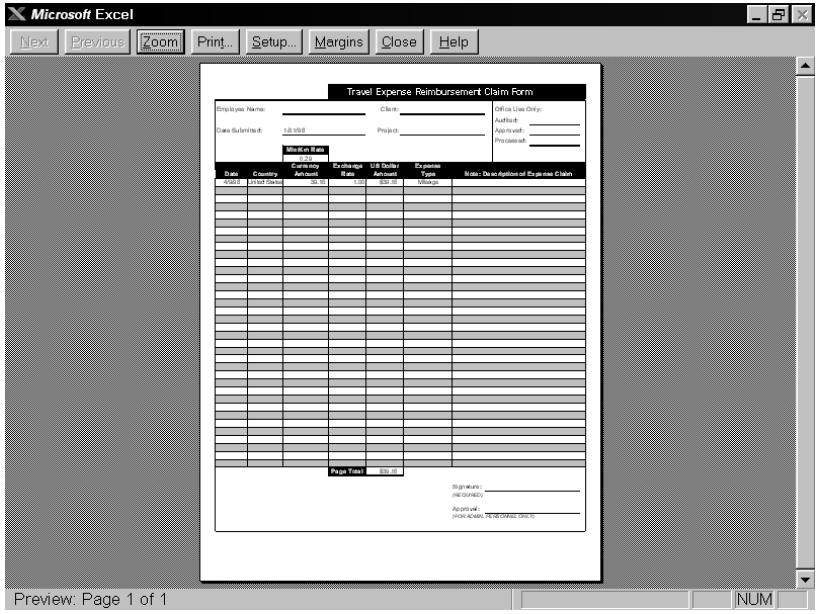
Tip: Press Shift+click to select multiple categories. To print the expenses associated with all of your Expense categories, click the All button in the Categories area.

4. To define an end date for the expense report, enter the date in the End Date area.

Note: *If you do not specify an end date, all expense entries for the selected categories appear — up to the date of the last HotSync operation with your SPT 1700 terminal.*

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5. Click the Print button to display the expense report in the Print Preview window.

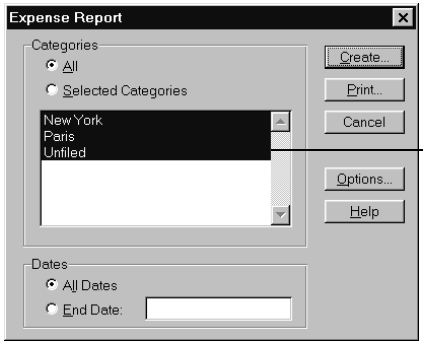


6. Click the Print button in the Microsoft Excel window to print your expense report.

To view your Expense data in a Microsoft Excel spreadsheet:

1. Perform a HotSync operation to transfer your latest Expense data to your computer and make it available to Symbol Palm Terminal Desktop.
2. Click the Expense button in Symbol Palm Terminal Desktop to open Microsoft Excel and the Expense Report configuration dialog.

Note: *If you start Expense from the Start menu (instead of Symbol Palm Terminal Desktop), first choose your SPT 1700 terminal user name.*



3. Click the expense category that you want to use.

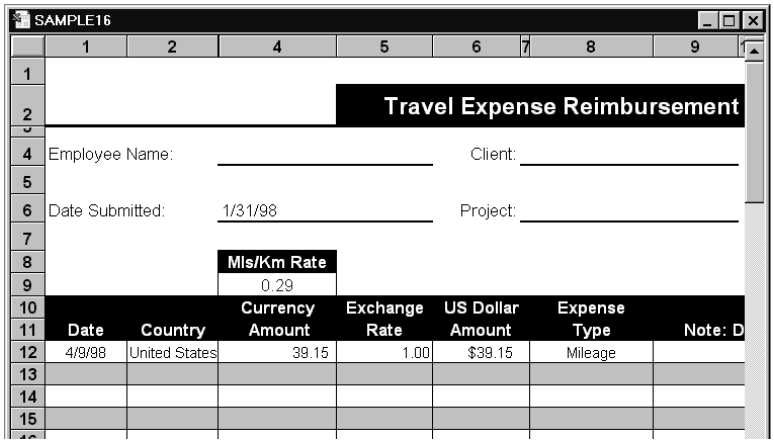
Tip: You can press Shift+click to select multiple categories. If you want to view the expenses associated with *all* of your Expense categories, click the All button in the Categories area.

4. If you want to define an end date for the expense report, enter the date in the End Date area.

Note: *If you do not specify an end date, all expense entries for the selected categories will appear — up to the date of the last HotSync operation.*

---

5. Click the Create button to display a Microsoft Excel spreadsheet containing your Expense data.



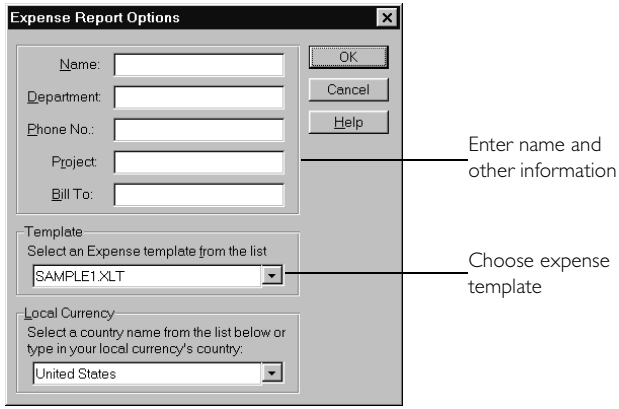
At this point, your Expense data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes and save and print the file in the normal manner.

Using Expense Report Templates

Symbol Palm Terminal Desktop software comes with several expense report templates. When you use one of these templates, you can edit your Expense data in Microsoft Excel. If you want to streamline or customize your expense reports, you can change these templates. For example, you can add your company name to a template. See Appendix A, *Expense Templates* for sample templates and Appendix B, *Creating a Custom Expense Report* for details on changing templates.

To view your Expense data using a Microsoft Excel template:

1. Display your Expense data in a Microsoft Excel spreadsheet as described in the previous procedure.
2. Click the Options button to open the Expense Report Options dialog.



3. Enter name, department and other information as necessary for your expense report.
4. Click the Templates menu, then click an expense template. See Appendix A, *Expense Templates* for samples.

Note: *If you want to create your own custom expense template and have it appear in the Templates menu, refer to Appendix B, Creating a Custom Expense Report.*

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5. Click the OK button to return to the Expense Report Options dialog.

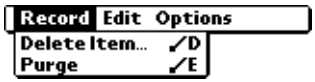
Expense Menu Commands

The Expense application includes menu commands to perform common file and editing tasks. This section explains the menu commands that are specific to the Expense application.

See *Using Menus* on page 3-18 for information about menu commands that are common to all of your SPT 1700 terminal applications.

Record Menu

When you select the Record menu, its commands appear on screen.



Delete Item — Opens an alert dialog, prompting you to confirm that you want to delete the current expense item. You must tap an item before you can use the Delete Item command. Tap the OK button to delete the item from your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and keep the item.

Note: By default your SPT 1700 terminal removes the item from the Expense application, but retains a copy of the item and transfers it to an archive file on your computer the next time you perform a HotSync operation. To remove the item completely, clear the Save archive copy on PC check box.

Purge — Conserves memory on your SPT 1700 terminal by deleting expense categories that you no longer use.

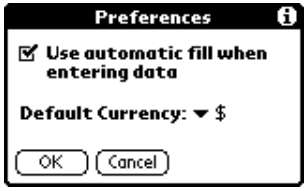
The Purge command prompts you to confirm that you want to purge all the records from the selected category.

Options Menu

When you select the Options menu, its commands appear on screen.



Preferences Activates the Preferences dialog, which is used to activate the automatic fill feature and to set the default currency symbol.



- **Use automatic fill.** Enables you to select an expense type by writing the first letter of an expense type in the Graffiti writing area. For example, if you write the letter "T," it enters the "Taxi" expense type. Writing "T" and then "E" enters "Telephone" which is the first expense type beginning with the letters "TE."
- **Default currency.** Sets the default currency symbol for the Expense application.

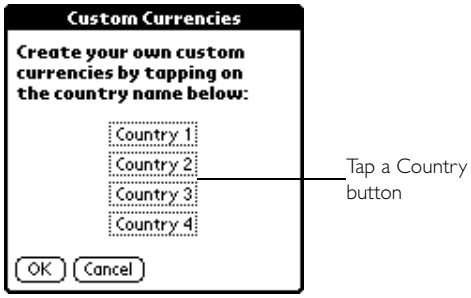
Custom Currencies Enables you to define additional currency symbols for the Expense application.

Note: Use this command only if the currency symbol you need is not available in the Currency pick list of the Receipt Details dialog (see "Entering Receipt Details" earlier in this chapter).

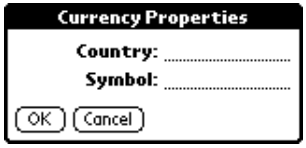
About Expense Shows version (revision) information for the Expense application.

To define a custom currency symbol:

1. Choose Custom Currencies from the Options menu to open the Custom Currencies dialog.

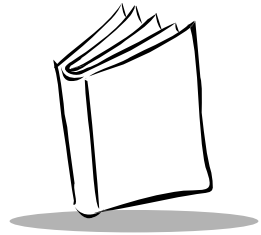


2. Tap one of the four Country boxes to open the Currency Properties dialog.



3. Enter the name of the country and the symbol that you want to appear in the Expense application, then tap the OK button to define your setting.
4. Tap the OK button to close the Custom Currencies dialog.

Note: *If you want to use your custom currency symbol as the default for all Expense entries, choose the symbol in the Preferences dialog. To use your custom currency symbol only for particular expense items, choose the symbol in the Receipt Details dialog associated with those items.*



Chapter 9
Applications: HotSync®

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Introduction

HotSync® technology enables you to synchronize data between one or more SPT 1700 terminals and the Symbol Palm Terminal Desktop software. To synchronize data, you must connect your SPT 1700 terminal and Symbol Palm Terminal Desktop either directly with a cable or cradle, or indirectly with a modem or network.

With HotSync technology you can:

- Synchronize the data entries on your SPT 1700 terminal with the entries on your host system, and vice versa.
- Manage individual or multiple SPT 1700 terminals with a centralized computer.
- Keep your data safe by automatically creating backup copies each time you synchronize.

The HotSync Process and the HotSync Manager

The HotSync process automatically synchronizes data between your SPT 1700 terminal and Symbol Palm Terminal Desktop. Changes you make on your SPT 1700 terminal or Symbol Palm Terminal Desktop appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time. You can synchronize your data by connecting your SPT 1700 terminal directly to your computer with either the single- or four-slot serial cradle or Synchronization/Charging Cable, or indirectly with a modem or network.

The HotSync Manager oversees the synchronization process. It runs in the background and monitors a communications port on your computer for a HotSync command from an SPT 1700 terminal. When it "hears" a HotSync command, HotSync Manager synchronizes data in the Date Book, Address Book, To Do List, Memo Pad, Mail and Expense applications, even when the Symbol Palm Terminal Desktop is not running!

Once you complete a few simple setup steps, performing a HotSync operation is as simple as pressing a button. Follow the steps in the next section to complete the setup.

Performing a HotSync Operation for the First Time

The first time you synchronize your data, you need to enter user information on both the SPT 1700 terminal and the Symbol Palm Terminal Desktop. Once you enter this information and synchronize, the HotSync Manager recognizes your SPT 1700 terminal and doesn't ask for this information again. If you are a System Administrator preparing several SPT 1700

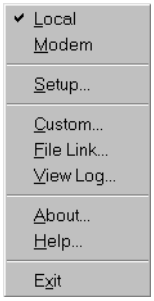
terminals for a group of users, see *Creating a User Profile* on page 9-14 before performing the following steps.

Important: You must perform your first HotSync operation with a local, direct connection, rather than using a modem.

To perform a HotSync operation for the first time:

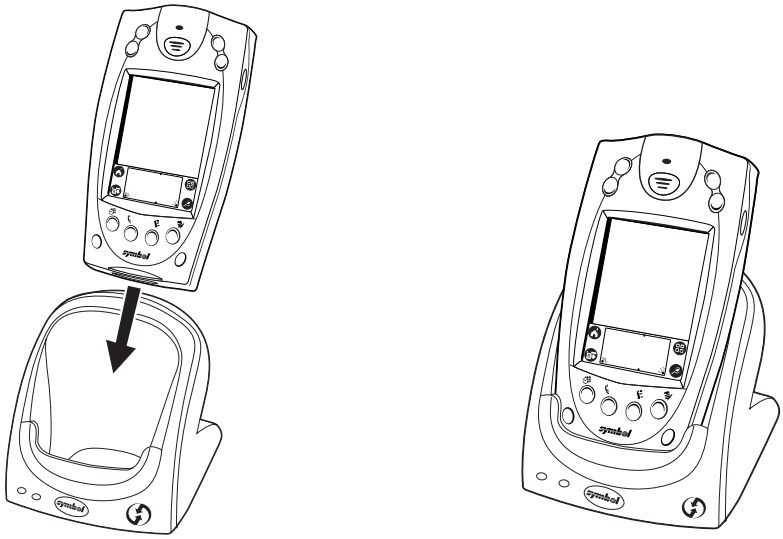
1. Double-click the Symbol Palm Terminal Desktop icon on the Windows desktop (or select Symbol Palm Terminal Desktop from the Start menu) to start the Symbol Palm Terminal Desktop software.
2. Click the icon in the Windows System Tray to open the HotSync Manager menu.

Tip: The Windows System Tray is usually in the lower-right corner on your computer display. The location may vary depending on the location of the taskbar and the version of Windows you are using.



3. Click Local from the HotSync Manager menu to indicate that you are using the cradle or the synchronization/charging cable to synchronize.
4. Turn on the SPT 1700 terminal and slide it into the cradle.

Note: *If you are using the synchronization/charging cable, connect one end of the cable into the serial port on the back of your computer, and the other end into the serial port on the bottom of the terminal.*



Tip: The curved edge on the bottom of the SPT 1700 terminal should align smoothly with the cradle when it is inserted properly.

5. Press the button on the front of the SPT 1700 cradle to open the New User dialog. If you are using the synchronization/charging cable, tap the icon on the terminal.



6. Enter a user name for your SPT 1700 terminal and click the OK button to open the HotSync Progress dialog and start the synchronization process.

Important: Every SPT 1700 terminal should have a unique name. Never try to synchronize more than one SPT 1700 terminal to the same user name.



7. Wait for the Symbol Palm Terminal Desktop to display a message indicating that the process is complete.

Conducting a Local HotSync Operation

After you complete the first HotSync operation, the HotSync process is even faster and easier!

To conduct a local HotSync operation:

1. Insert the SPT 1700 terminal in the cradle, or connect the synchronization/charging cable.
2. If the HotSync Manager is not running, start it.
3. Press the button on the front of the CRD1700-1000S cradle to start the HotSync process. If you are using the synchronization/charging cable or the CRD 1700-4000S cradle, tap the icon on the terminal's application screen.
4. Wait for the Symbol Palm Terminal Desktop to display a message indicating that the process is complete.

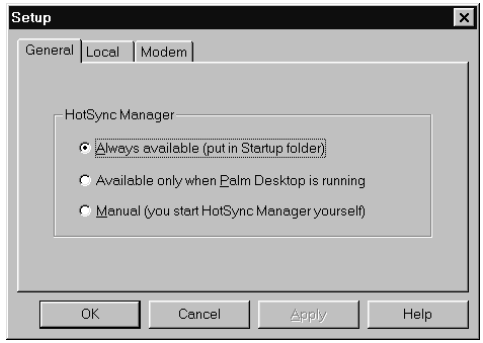
Selecting HotSync Setup Options

You can choose when you want HotSync Manager to run, and adjust the local and modem HotSync settings.

To set the HotSync Options:

1. Click the icon in the Windows System Tray to open the HotSync Manager menu.

2. Click Setup on the HotSync Manager menu to open the Setup dialog.

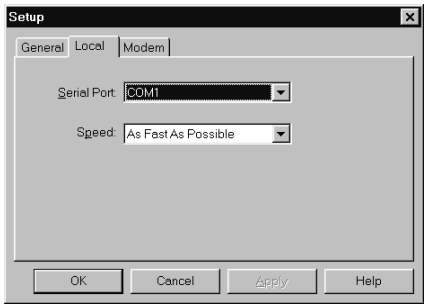


3. Click the General tab and select one of the following options:

Always available	Adds HotSync Manager to the Startup folder and constantly monitors the communication port for SPT 1700 terminal synchronization requests. With this option, the HotSync Manager conducts synchronizations even when the Symbol Palm Terminal Desktop is not running.
Available only when the Symbol Palm Terminal Desktop is running	Starts HotSync Manager and monitors requests automatically when you open the Symbol Palm Terminal Desktop software.
Manual	Starts the HotSync Manager and monitors requests only when you select HotSync Manager from the Start menu.

Tip: If you're not sure which option to use, keep the Always available default setting.

4. Click the Local tab to display the settings for the connection between your computer and the SPT 1700 cradle or synchronization cable, and adjust the following options as needed.

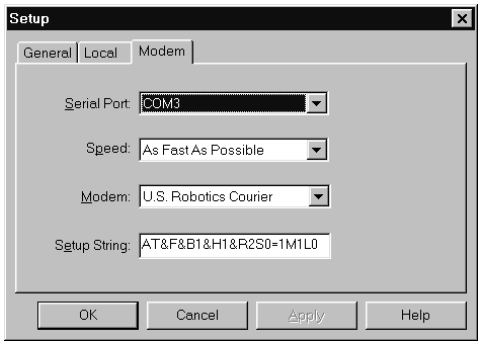


Serial Port Identifies the port Symbol Palm Terminal Desktop will use to communicate with the cradle or the synchronization/charging cable. This selection should match the port number where you connected the cradle or synchronization/charging cable.

Note: Your SPT 1700 terminal cannot share this port with an internal modem or other device. If you have trouble determining the correct serial port, see *Troubleshooting* on page 17-8.

Speed Determines the speed at which data is transferred between your SPT 1700 terminal and Symbol Palm Terminal Desktop. We suggest you try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows the Symbol Palm Terminal Desktop and SPT 1700 terminal to find and use the fastest speed.

5. Click the Modem tab to display the Modem settings and adjust the following options as needed.



Serial Port	Identifies the port where the modem is located. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
Speed	Determines the speed at which data is transferred. We suggest you try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows the Symbol Palm Terminal Desktop and SPT 1700 terminal to find and use the fastest speed.
Modem	Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, choose Hayes Basic.
Setup String	Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

6. Click OK to close the Setup dialog.

Customizing HotSync Application Settings

For each application you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, the Symbol Palm Terminal Desktop synchronizes all files between the SPT 1700 terminal and the Symbol Palm Terminal Desktop. In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your SPT 1700 terminal or Symbol Palm Terminal Desktop, or to avoid synchronizing a particular type of file because you don't use it.

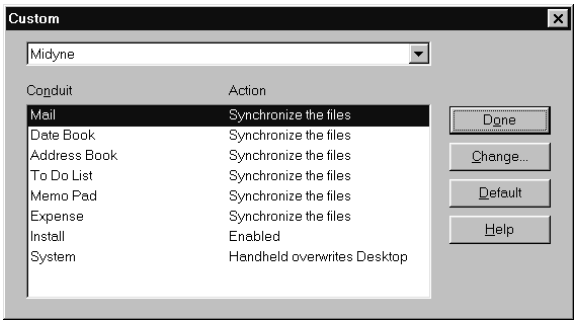
In addition to the standard application conduits, the Symbol Palm Terminal Desktop includes System and Install conduits. The System conduit backs up the system information stored in your SPT 1700 terminal, including Graffiti® software ShortCuts. The Install conduit is used to install Palm-compatible applications.

To customize HotSync application settings:

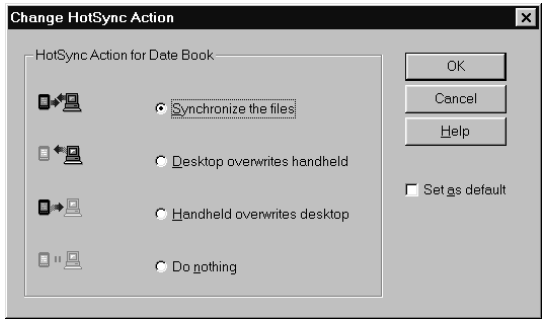
1. Click the  icon in the Windows System Tray to open the HotSync Manager menu.

Tip: You can also click the HotSync command on the Symbol Palm Terminal Desktop menu bar to open the HotSync Manager menu.

2. Click Custom from the HotSync menu to open the Custom dialog.



3. Select the appropriate user name from the list at the top of the dialog.
4. Click an application in the Conduit list to choose the conduit you want to change.
5. Click the Change button to open the Change HotSync Action dialog.



6. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

Note: *Changing the HotSync setting from the default affects only the next HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, you can just click the Default button in the Custom dialog to revert to the default settings.*

---

7. Repeat steps 2 through 5 to change conduit settings for other applications or for a different user name.
8. Click the OK button to close the Change HotSync Action dialog and activate your settings.

Conducting a HotSync Operation via Modem

You can use a modem to synchronize your SPT 1700 terminal when you are away from your computer.

Note: *You must conduct an initial local HotSync operation using any of the SPT 1700 cradles before you perform a modem HotSync operation.*

To perform a HotSync operation via modem you need:

- A modem connected to your computer
- A modem connected to your SPT 1700 terminal with a special modem cable. (The cradle is not used for a modem HotSync operation.)
- The Symbol Palm Terminal Desktop software configured for use with a modem as described in *Selecting HotSync Setup Options* on page 9-6.

Preparing Your Computer for a Modem HotSync Operation

There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your SPT 1700 terminal. See *Selecting HotSync Setup Options* on page 9-6.

To prepare your computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

Note: *Make sure the computer is disconnected from all online services, such as America Online® (AOL) and CompuServe®. This helps to avoid conflicts with the COM port.*

---

2. Start HotSync Manager if it is not already running, and click Modem from the HotSync Manager menu.

Preparing Your SPT 1700 Terminal for a Modem HotSync Operation

To prepare your SPT 1700 terminal for a modem HotSync operation:

1. Turn on your SPT 1700 terminal and tap the icon to open the Applications Launcher.
2. Tap the icon to open the HotSync screen.
3. Tap the Enter Phone # box under the Modem Sync icon to open the Phone Setup dialog.



Note: *If you have Network HotSync software installed on your SPT 1700 terminal, the Remote Setup dialog appears instead. See Network Preferences and Symbol Palm Terminal Desktop TCP/IP Software on page 12-12 for more information.*

4. Enter the telephone number to access the modem connected to your computer.
5. If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the Dial Prefix check box.

   Tip: You can enter a comma in the field to introduce a "pause" in the dialing sequence.

6. If the phone line you're using for the SPT 1700 terminal has "Call Waiting," select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.
7. If you want to use a calling card to place the call, select the check box and enter the calling card number.
8. Tap OK to return to the HotSync dialog.

9. Tap the icon to open the HotSync menus.
10. Tap Modem Setup from the Options menu to display the Modem Preferences screen.
11. Enter the Modem Preference settings as described in *Connection Preferences* on page 12-7

Selecting the Conduits for a Modem HotSync Operation

The Conduit Setup dialog on your SPT 1700 terminal enables you to define which files and/or applications synchronize during a modem HotSync operation. Use these settings to minimize the time required to synchronize data with a modem.

To change the Conduit Setup for a modem HotSync operation:

1. Tap the icon in the Graffiti area to display the Applications Launcher.
2. Tap the icon to display the HotSync screen.
3. Tap the icon to open the HotSync menus.
4. Tap Conduit Setup from the Options menu to open the Conduit Setup dialog.



5. Tap the check boxes to de-select the files and/or applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

Note: *Applications that do not have a database (such as games) do not synchronize — even if you select the item in the Conduit Setup dialog.*

---

6. Tap the OK button to close the Conduit Setup dialog and activate your settings for the next modem HotSync operation.

Performing a HotSync Operation via a Modem

After you prepare your computer and your SPT 1700 terminal, and select your Conduit Setup options, you are ready to perform a Modem HotSync operation.

To perform a Modem HotSync operation:

1. Turn on your SPT 1700 terminal.

Note: *If you are not using a PalmPilot modem, you need a special modem cable and an external modem. Connect one end of the special modem cable to the serial connector on the SPT 1700 terminal and the other end to the external modem. Do not attempt to use other kinds of cables, even if they appear to be similar.*

---

2. Tap the icon to open the Applications Launcher.
3. Tap the icon to open the HotSync application.
4. Tap the icon to dial the Symbol Palm Terminal Desktop modem and synchronize the applications selected under Conduit Setup.
5. Wait for the HotSync operation to complete. If you have any problems conducting a HotSync operation, see *Troubleshooting* on page 17-8.

Conducting HotSync Operation via a Network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync software enables you to perform a HotSync operation using a cradle that is connected to any PC on your LAN or WAN (provided that the PC connected to the cradle also has the Network HotSync software installed, your PC is on, and the HotSync Manager is running).

The Network HotSync software is an optional component that you can download from the Symbol website (http://www.symbol.com/palm). The files that you download also include a setup program and documentation for this feature.

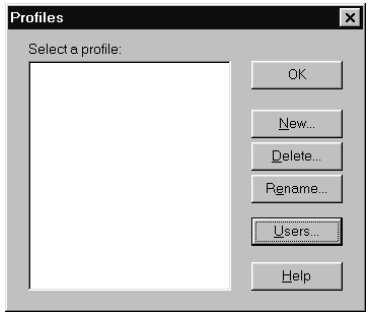
Creating a User Profile

If you need to configure a number of SPT 1700 terminals with specific information (such as a company phone list) before distributing them to their users, you can create a User Profile to load the data into a SPT 1700 terminal without associating that data with a user name. The User Profile feature is designed only for the first-time HotSync operation, before you

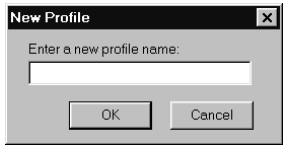
assign a User ID to a particular SPT 1700 terminal. See *Using File Link* on page 9-16 for information about loading data after you assign a User ID.

To create a User Profile:

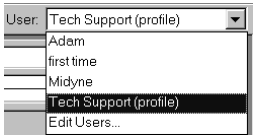
1. Open the Symbol Palm Terminal Desktop software.
2. Click Users from the Tools menu to open the Users dialog.
3. Click the Profiles button to open the Profiles dialog.



4. Click the New button to open the New Profile dialog.

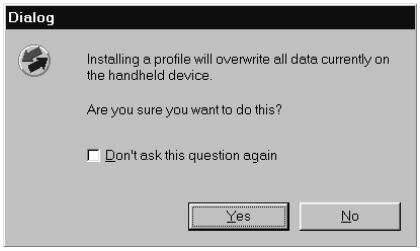


5. Enter a name for the Profile and click the OK button to return to the Profiles dialog.
6. Repeat steps 3 and 4 for each Profile that you want to create, then click the OK button to close the Profiles dialog and return to the Symbol Palm Terminal Desktop.
7. Select the Profile from the User list and create the data for the Profile (e.g., company phone list, etc.).



To use a Profile for the first-time HotSync operation:

1. Place the new SPT 1700 terminal in the cradle, and press the button on the cradle to open the Users dialog.
2. Click the Profiles button to open the Profiles dialog.
3. Choose the Profile that you want to load on the SPT 1700 terminal, and click the OK button to open the following alert dialog:


Dialog
Installing a profile will overwrite all data currently on the handheld device.
Are you sure you want to do this?
Don't ask this question again
Yes
No

4. Click the Yes button to transfer all the Profile data to the SPT 1700 terminal.

The next time you perform a HotSync operation, the Symbol Palm Terminal Desktop prompts you to assign a User name to the SPT 1700 terminal.

Using File Link

The File Link feature enables you to synchronize the Address Book and Memo Pad information on your SPT 1700 terminal with a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Symbol Palm Terminal Desktop and your SPT 1700 terminal. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link you can synchronize with data stored in any of the following formats:

- Comma-separated (*.csv)
- Memo Pad archive (*.mpa)
- Address Book archive (*.aba)
- Text (*.txt)

For information on how to set up a File Link, see the Symbol Palm Terminal Desktop Software online Help.

Conducting a Wireless HotSync via Spectrum24

Note: *This function is available on SPT 1740 ONLY.*

The SPT 1740 allows you to perform a HotSync without using a cradle, over the Spectrum24 wireless LAN. This section describes the setup necessary for a wireless HotSync to occur.

Setting Up for a Wireless Spectrum24 HotSync

Before a wireless HotSync can be performed, the SPT 1740 must be properly configured for use in the Spectrum24 environment. See Chapter 2, *Spectrum24 Setup* for specific instructions on this.

Once the terminal is properly configured for use in the Spectrum24 environment, it must be setup to perform a wireless HotSync over the Spectrum24 wireless LAN.

1. Tap the icon to open the Applications Launcher.
2. Tap the icon to open the HotSync application.
3. Tap the icon to display the HotSync options menu.
4. To configure the *Modem Sync Preferences*:
   a. Select Modem Sync Prefs.
   b. Select "Network" and tap "OK".
5. To configure the *Local Sync Preferences*:
   a. Select the menu icon to display the options menu.
   b. Select Local Sync Prefs.
   c. Select LANSync.
   d. Tap "OK".
6. To configure the *Primary PC host Setup*:

Note: *This panel is extremely important! It tells the SPT 1740 terminal how to locate the machine which it will synchronize with on the network.*

   a. Select the menu icon to display the options menu.
   b. Select Primary PC Setup.
   c. Using the PC you will synchronize with most often, right click on the HotSync Manager in the Windows tray on the host PC. Left click on Setup, click on the Network tab and then click on the TCP/IP Settings button. Copy down the

Primary PC Name, Primary PC address, and the Subnet mask, and enter that information manually on your SPT 1740.

Note: *If the Subnet Mask box on your PC is empty, you do not need to enter anything in that section on your SPT 1740. Also, Network Hotsync setup must be run on this PC before the Network tab will be available.*

---

d. Tap "OK".

7. To configure the *Conduit Setup*:
   a. Select the menu icon to display the options menu.
   b. Select Conduit Setup.
   c. Check any items that you want synchronized and uncheck any items that you don't want synchronized. Then tap "OK."
8. To configure the *Connection Setup:*
   a. Select the menu icon to display the options menu.
   b. Select Connection Setup.
   c. For optimal performance, choose a communication speed of 57600 bps and a Standard modem.
   d. Tap "Done."
9. To select the Spectrum24 service:
   a. Select the HotSync application from the main application screen.
   b. Tap the Modem box.
   c. Tap the Select Service box.
   d. Select the Spectrum24 service.
   e. Tap "Done".

Performing a Spectrum24 HotSync

Once all setup is complete, a wireless HotSync can be performed. To perform a HotSync via the Spectrum24 wireless LAN:

1. Select the HotSync application from the main application screen.
2. Make sure the Modem option is selected, and make sure Spectrum24 appears in the Service field.
3. Tap the HotSync button to initiate the HotSync.

Setting Up the Ethernet Cradle for Hotsync

The CRD1700-4000E appears to SPT 1700 terminals inserted into the cradle as a dial-up PPP service. Therefore, just as you would set up a Palm III terminal to connect to an Internet Service Provider (ISP) like Compuserve or Earthlink, the SPT 1700 terminals must be configured for use with the cradle. This section describes the steps necessary to configure both the SPT 1700 terminal and the CRD1700-4000E.

Installing NetSync

An SPT 1700 terminal must have NetSync installed and configured for it to communicate with the CRD1700-4000E. Additionally, NetSync extensions to the HotSync Manager must be installed on the host system which the SPT 1700 terminal is to synchronize with. The Network HotSync software is a free add-on for the SPT 1700 and Palm Computing Platform series organizers and is available from the PalmComputing website at http://www.palm.com/custsupp/downloads/netsync.html. Please note, in some later versions, such as Palm V, Network Hotsync is included as part of the desktop software.

Follow the instructions to install the network HotSync software on your host PC, then perform a HotSync to install the program on your SPT 1700 terminal.

Configuring NetSync Options

Once NetSync is installed on your SPT 1700 terminal, it must be configured for use with the CRD1700-4000E. From the HotSync panel on your SPT 1700, select each of the option panels available from the "Options" menu (accessed by tapping the Menu icon) and configure them as follows:

1. To configure the *Modem Sync Preferences*:
   a. Select the HotSync application from the main application screen.
   b. Select the menu icon to display the options menu.
   c. Select Modem Sync Prefs.
   d. Select "Network" and tap "OK".
2. To configure the *Local Sync Preferences*:
   a. Select the HotSync application from the main application screen.
   b. Select the menu icon to display the options menu.
   c. Select Local Sync Prefs.
   d. Select either LANSync or Local HotSync. The CRD1700-4000E doesn't use the LANSync functionality, so your selection here doesn't have an effect.

e. Tap “OK”.

3. To configure the *Primary PC host Setup*:

Note: *This panel is extremely important! It tells the SPT 1700 terminal how to locate the machine which it will synchronize with on the network.*

---

a. Select the HotSync application from the main application screen.
b. Select the menu icon to display the options menu.
c. Select Primary PC Setup.
d. Using the PC you will synchronize with most often, copy the Primary PC Name, the Primary PC address, and the Subnet Mask to the terminal. To do this, place the SPT 1700 terminal in the cradle. Then, on the host PC, right click on the HotSync Manager in your Windows tray. Left click on Setup, click on the Network tab and then click on the TCP/IP Settings button. Your SPT 1700 now displays the copied data on the Primary PC setup panel.

Note: *If the Subnet Mask box on your PC is empty, you do not need to enter anything in that section on your SPT 1700. Also, Network Hotsync setup must be run on this PC before the Network tab will be available.*

---

e. Tap “OK”.

4. To configure the *Conduit Setup*:
   a. Select the HotSync application from the main application screen.
   b. Select the menu icon to display the options menu.
   c. Select Conduit Setup.
   d. Check any items that you want synchronized and uncheck any items that you don’t want synchronized. Then tap “OK.”
5. To configure the *Connection Setup:*
   a. Select the HotSync application from the main application screen.
   b. Select the menu icon to display the options menu.
   c. Select Connection Setup.
   d. For optimal performance, choose a communication rate of 57600 bps and a Standard modem.
   e. Tap “Done.”

Creating a CRD1700-4000E Modem Sync Service

The SPT 1700 terminal communicates with the CRD1700-4000E via a Modem Sync. The Modem Sync offers many options which must be configured for use with the CRD1700-4000E.

Create a separate CRD1700-4000E network configuration and select it as your default Modem Sync service. Use either Graffiti or the keyboard feature (click in the lower left-hand corner of the scratch pad on the ***abc*** to access the keyboard) to enter the following information:

1. Select the HotSync application from the main application screen.
2. Choose the Select Service box under the Modem Sync icon to create a new CRD1700-4000E service.
3. To select the Earthlink service, Click Menu->Duplicate.
4. Change the service name to CRD1700-4000E. Leave the user name and password blank. You may enter any phone number you want, except '00', or you may leave it blank. The SPT 1700 terminal will not be able to HotSync if you use '00' as a phone number.

Configuring the Remote Host PC for Use with the Ethernet Cradle

The remote PC you wish to HotSync the SPT 1700 to must be set up for Network HotSync and configured to run from the network.

1. Make sure HotSync Manager is installed and running.
2. From the HotSync Manager, make sure Network is checked. If you don't want HotSync Manager to use a serial port, make sure Local is unchecked.

Note: *The PC must be configured for proper TCP/IP network operation.*

The Ethernet HotSync Process

Once the CRD1700-4000E is properly connected, data communication between an SPT 1700 terminal and the host computer can take place. When a terminal is inserted in the cradle, the cradle detects its presence and attempts to initiate the HotSync process on the terminal. All local slots in the cradle operate simultaneously; the HotSync procedure starts immediately when any terminal is inserted into a local slot.

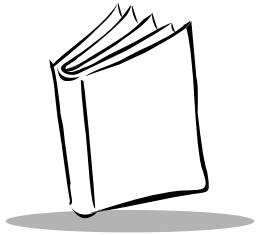
As stated earlier, if multiple slots are to be Hotsync'd simultaneously, each must communicate with a different host PC. If the application requires simultaneous connection to a single host database, additional software, available from Symbol, is required.

Terminals inserted into daisy-chained cradles are Hotsynced in a round-robin fashion simultaneously with any HotSyncs from local slots. Daisy-chained cradles share a logical "fifth slot" on the CRD1700-4000E, which, while it shares equal priority with the local slots, allows only one HotSync at a time.

Performing HotSync with the Ethernet Cradle

To initiate communication between the terminal and the host, gently insert the SPT 1700 terminal into a local cradle slot, or a slot on an inter-connected serial cradle. Do not force. When properly inserted, the slot's LED turns red, then changes to flashing green, indicating that the host and the terminal are communicating. Removing the terminal from the cradle while the LED is flashing green will result in a disruption of communication data may be lost.

If the terminal is inserted into an inter-connected serial cradle slot while another terminal on the serial cradle chain is communicating with a host, the terminal waits (its LED remains red) until the first terminal finishes communicating. After the communication session completes, the slot's LED turns solid green and remains green until the terminal is removed from the slot. To remove the terminal, pull it straight up from the slot.



Chapter 10
Applications: Mail

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Introduction

The Mail application enables you to manage your e-mail while away from your desk. Mail synchronizes the mail in your desktop e-mail application with the mail on your SPT 1700 terminal.

For example, if you delete messages from your SPT Mail, your next HotSync® operation also deletes the messages from your desktop e-mail application — so you never have to delete messages twice. Similarly, if you read a message on your SPT 1700 terminal and leave it in your inbox, your next HotSync operation marks it as read on your desktop e-mail.

With Mail, you can:

- Use your SPT 1700 terminal to send and/or retrieve e-mail messages from your desktop e-mail application.
- View, delete, file and/or reply to incoming mail.
- Create outgoing messages as well as drafts of messages that you can complete later.
- Create simple or complex filters, which allow you to decide the type of e-mail that your SPT 1700 terminal retrieves from your desktop e-mail application.

Setting Up Mail on the Desktop

Before you use Mail for the first time, your desktop e-mail application should be up and running. You must also set up the Symbol Palm Terminal Desktop software for use with your desktop e-mail application.

Note: *The following instructions assume that you have already installed Symbol Palm Terminal Desktop software on your computer and that you did not set up Mail during the installation. If you have not yet installed the Symbol Palm Terminal Desktop software, the installation procedure will prompt you to set up Mail as part of the Symbol Palm Terminal Desktop software installation.*

To set up Mail:

1. Click Start on the Windows desktop to open the Start menu.
2. Point to Programs, point to Symbol Palm Terminal Desktop, then click SPT Mail Setup to start the setup procedure.

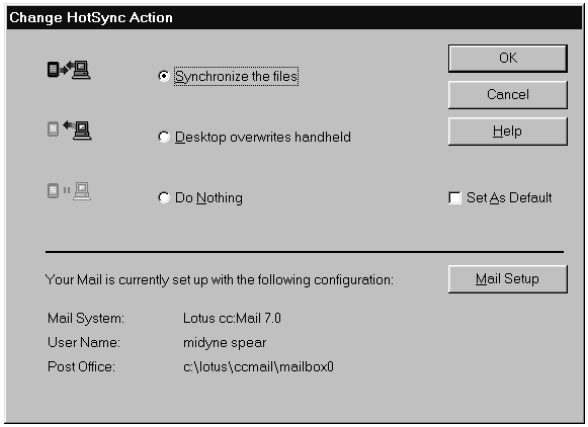
3. Follow the instructions on the screen to set up your SPT 1700 terminal for use with your desktop e-mail application.

To select HotSync options:

1. Click the icon in the Windows System Tray to open the HotSync menu.
2. Click Custom from the HotSync menu to open the Custom dialog.

   Tip: You can also click Custom from the HotSync menu in the Symbol Palm Terminal Desktop.

3. Click Mail in the Custom list box.
4. Click the Change button to open the Change HotSync Action dialog.



5. Click one of the following settings:

Synchronize the files	Synchronizes the mail on your SPT 1700 terminal and your desktop e-mail application.
Desktop overwrites handheld	Replaces the mail on your SPT 1700 terminal with the mail in your desktop e-mail application. Use this option only if, for some reason, the two inboxes get out of sync. This setting applies for only one HotSync operation, then reverts back to the default setting.
Do Nothing	Turns off communication between your SPT 1700 terminal and desktop e-mail application. This setting applies for only one HotSync operation, then reverts back to the default setting.
Set As Default	Changes the default setting on an ongoing basis. (When you first set up Mail, Synchronize the files is the default setting.)

Tip: To turn off mail, select Do Nothing then select the Set as Default check box.

To change your Mail setup options:

1. Click the icon in the Windows System Tray to open the HotSync menu.
2. Click Custom from the HotSync menu to open the Custom dialog.

   Tip: You can also click Custom from the HotSync menu in the Symbol Palm Terminal Desktop software.

3. Click Mail in the Conduit list to indicate that you want to change these settings.
4. Click the Change button to open the Change HotSync Action dialog for the Mail conduit.
5. Modify your settings as needed.
6. Click the OK button to confirm your changes and close the Change HotSync Action dialog.

Synchronizing Mail with your E-Mail Application

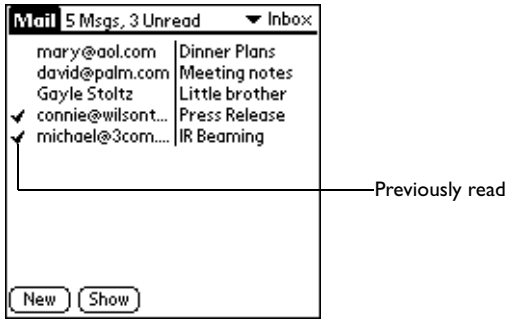
After you have enabled and configured Mail, perform a HotSync operation to synchronize Mail with your desktop e-mail application. For a complete explanation of how to use the HotSync feature, see the Chapter 9, *Applications: HotSync®*.

Opening Mail on your SPT 1700 Terminal

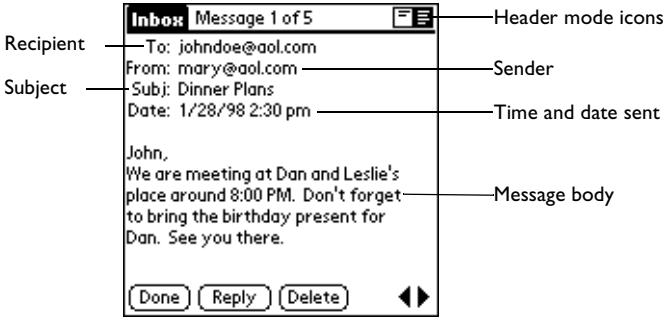
1. Tap the icon to open the Applications Launcher.
2. Tap the icon to display the Message List screen.

Viewing Messages

The Message List lists your incoming messages, who sent them and the date they were received. Messages you've read appear with a check next them and high-priority messages appear in bold.



Tap a message in the list to open it.



Messages appear by default in the abbreviated mode. To switch from the abbreviated mode to the full header mode, see *Displaying Full Header Information* on page 10-6.

Tap the Done button to close the message and return to the Message List.

Message Fonts

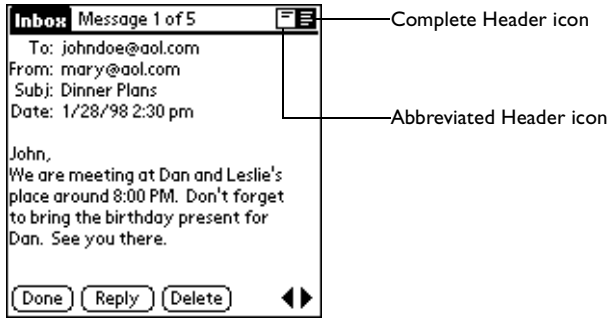
You can modify the way messages appear by changing the font (text) style. See *Choosing Fonts* on page 3-21 for details.

Displaying Full Header Information

By default, Mail displays abbreviated header information, which includes only the From and Subject fields. The full header provides complete information about the sender, receiver and CC recipients, in addition to the subject and date the message was created. Mail uses the header type you select for all your messages.

To display full header information:

1. Open a message.
2. Tap the Complete Header icon to display the full header.


Inbox Message 1 of 5
To: johndoe@aol.com
From: mary@aol.com
Subj: Dinner Plans
Date: 1/28/98 2:30 pm
John,
We are meeting at Dan and Leslie's place around 8:00 PM. Don't forget to bring the birthday present for Dan. See you there.
Done
Reply
Delete
Complete Header icon
Abbreviated Header icon

3. To redisplay the abbreviated header, tap the Abbreviated Header icon.

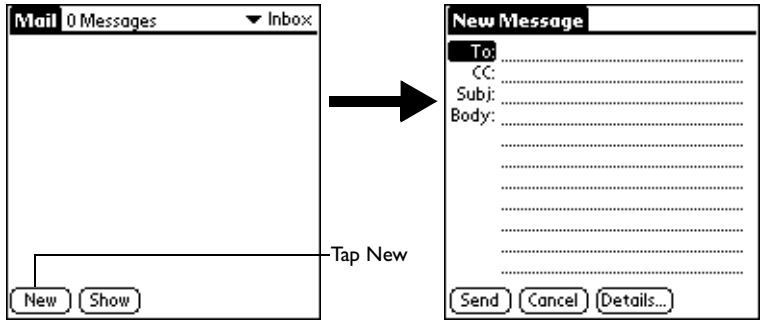
Creating Messages

Create messages with your SPT 1700 terminal the same way you create messages with your desktop e-mail application: identify the recipient(s) of the message, define a subject and create the body of the message.

Create original messages and replies in the New Message screen. All messages must contain information in the To and Subject fields.

To create a message:

1. Tap the New button in the Message List screen to display the New Message screen.



Note: *You can also display the New Message screen by tapping New from the Message menu.*

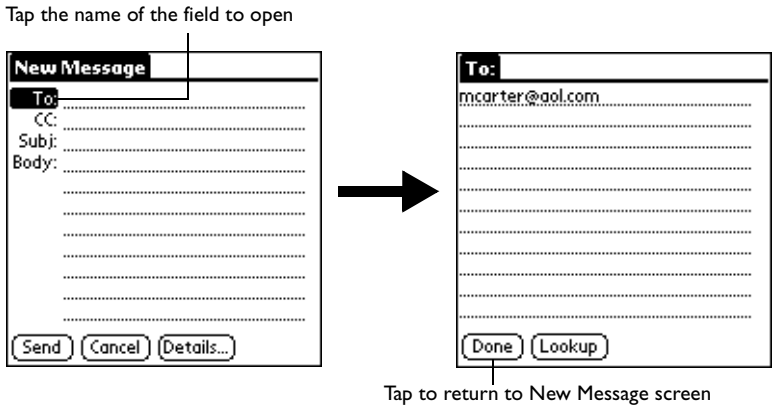
2. Use the stylus to write Graffiti® character strokes (or the on-screen keyboard) to enter the e-mail address of the recipient. The cursor indicates where new text will appear.



Note: *Enter the address as if you are entering it from your desktop e-mail application. For example, network users sending a message to a user on the same network do not need to add Internet information, such as @3com.com.*

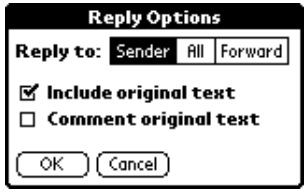
3. To send a carbon copy of this message to additional recipients, tap in the CC field, then enter the e-mail addresses of the additional recipients, separating the addresses with a comma followed by a space.
4. Tap in the Subj field, then enter a subject for your message.
5. Tap in the Body field, then enter the body text.

Note: *If the address, CC, subject or body of the message exceeds the capacity of the screen display, tap the name of the field (for example, "To") to expand that field. Tap the Done button to return to the New Message screen.*



To reply to a message:

1. Tap a message in the Message List to display it on the screen.
2. Tap the Reply button to open the Reply Options dialog.



3. Select who you want to receive the reply: only the Sender, All recipients and the sender, or do you want to Forward the message to someone else.
4. Select whether you want to Include original text and Comment original text.
5. Tap OK to close the Reply Options dialog and display the New Message screen.
6. Enter your reply text.

Note: *You have several message options including setting the priority. See Adding Message Details on page 10-11 for details.*

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7. Tap Send to place your reply in the Outbox.

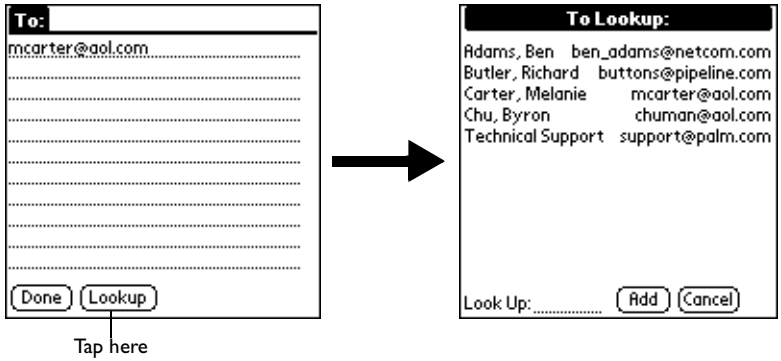
Looking Up an Address

To identify the recipient of a message, enter that person's e-mail address in the appropriate field of the Message screen. You can do this either by entering the data directly into the field or using the Look Up command to access the information in your Address Book.

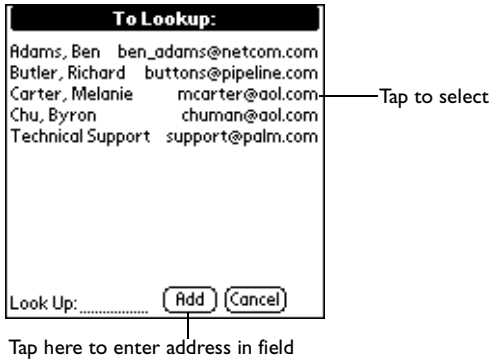
To look up an address:

1. Tap either the To or CC field name to expand one of these fields.
2. Enter a few letters of the address you want to find.
3. Tap the Lookup button.
4. If the letters you enter identify a unique listing from your Address Book, your SPT 1700 terminal completes the address for you. If not, the Lookup dialog appears.

Note: *You can also open the Look Up dialog in the New Message screen by tapping Lookup from the Options menu or by using the Command stroke /L.*



5. Enter the first letter of the entry you want to find to scroll to the first entry that begins with that letter. If you write an additional letter, the list scrolls to the first entry that starts with those two letters. For example, writing an "s" might scroll to "Sanders," and writing "sm" might scroll farther to "Smith."
6. Tap an address to select it.
7. Tap the Add button to enter the address in the To or CC field.



Adding Message Details

Before you send your message, you can attach additional attributes (called message details) to your message, such as a signature block, or flagging the message as high-priority. These features are dependent on the desktop e-mail application you use. If your e-mail application does not support the message detail you select, your SPT 1700 terminal cannot attach that attribute to your message.

The following message details are available:

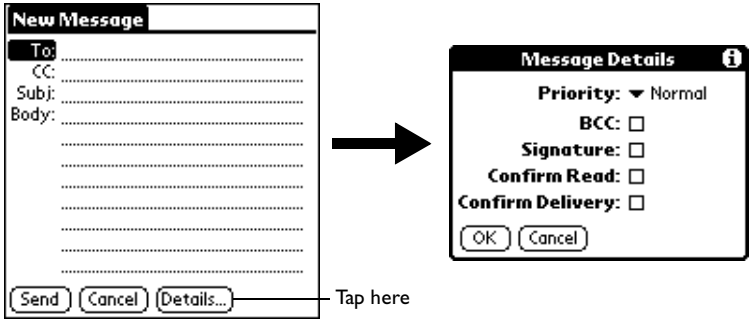
Priority	Flags a message as high, normal or low priority.
BCC	Creates a blind carbon copy field in the New Message screen.
Signature	Attaches previously defined text as a signature block. See *Adding a Signature to Your Message* on page 10-13 for details.
Confirm Read	Requests a confirmation telling you when the message was read.
Confirm Delivery	Requests a confirmation telling you when the message was delivered.

Note: *The Priority and BCC settings are valid only for the current message and must be set with each subsequent message you create.*

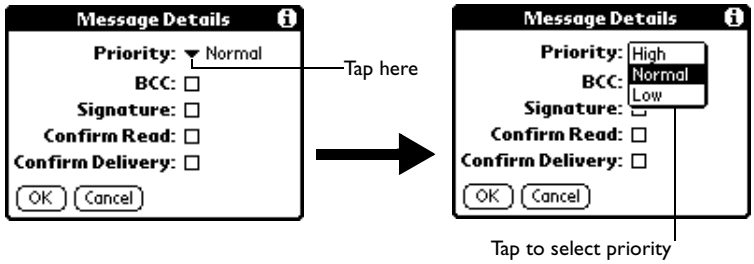
Setting a Priority

To set a priority for your message:

1. Tap the Details button in the New Message screen to open the Message Details dialog.



2. Tap the Priority pick list and select the priority you want.



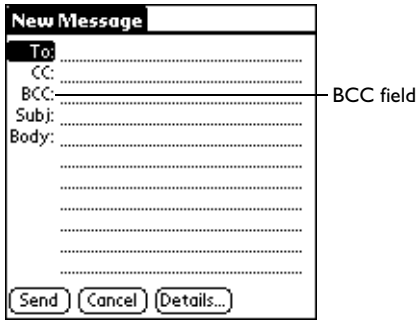
3. Tap the OK button to confirm your selection and return to the New Message screen.

Note: *Your SPT 1700 terminal can flag messages with a specific priority only if your desktop e-mail application supports this feature.*

Sending a Blind Carbon Copy

To add a BCC field to your message:

1. Select the BCC check box in the Message Details dialog to add the BCC field to the New Message screen.
2. Tap the OK button to confirm your selection and return to the New Message screen.



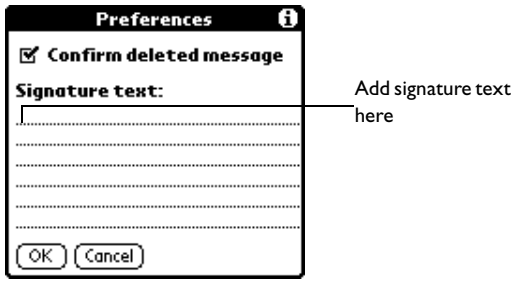
3. Tap the BCC field and enter the address.

Adding a Signature to Your Message

Adding a signature to your message is a two-part process: first, you must create your signature, then you must select the signature option from the Message Detail dialog.

To create a signature:

1. Tap the icon to open the Mail menus.
2. Tap Preferences from the Options menu to open the Preferences dialog.



3. Tap in the Signature Text field and enter up to six lines of text.
4. Tap the OK button to confirm your selection and return to the previous screen.

To add a signature to your message:

1. Tap the Details button in the New Message screen to open the Message Details dialog.
2. Select the Signature check box to add a signature to the end of your message.
3. Tap the OK button to confirm your selection and return to the New Message screen.

Note: *The signature block does not display in your message; only your recipient sees the signature block.*

Requesting Confirmations

To receive a confirmation when your message is read:

1. Tap the Details button in the New Message screen to open the Message Details dialog.
2. Select the Confirm Read check box to request a confirmation when the recipient reads your message.
3. Tap the OK button to confirm your selection and return to the New Message screen.

To receive a confirmation when your message is delivered:

1. Tap the Details button in the New Message screen to open the Message Details dialog.
2. Select the Confirm Delivery check box to request a confirmation that the recipient received your message.
3. Tap the OK button to confirm your selection and return to the New Message screen.

Sending Messages

When you send messages from your SPT 1700 terminal, it stores them in the Outbox folder until the next time you synchronize your SPT 1700 terminal with your computer. During synchronization, all messages stored in the Outbox folder are transferred to the Outbox folder in your desktop e-mail application. Messages created on your SPT 1700 terminal are transmitted the next time you send mail from your desktop e-mail application.

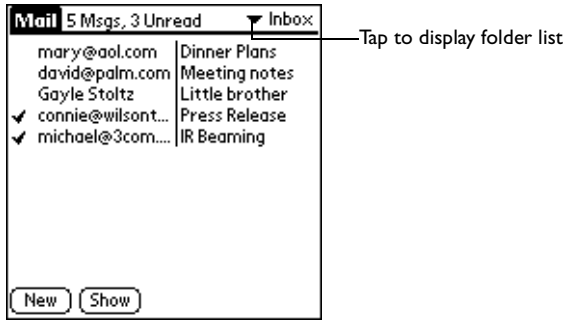
After you create a message, tap the Send button in the New Message screen to send it.

Editing an Unsent Message

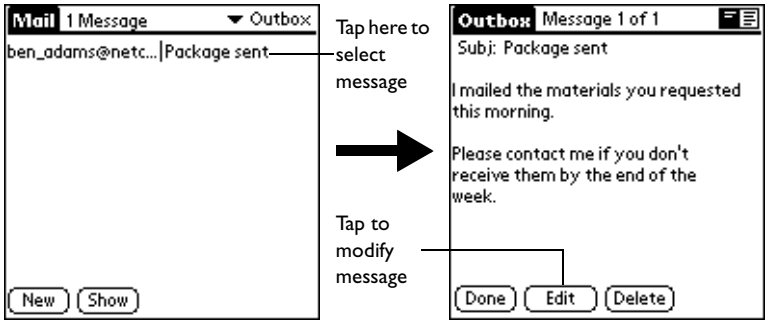
You can edit or make changes to a message that has not yet been sent, as long as you have not yet performed a HotSync operation. When you edit a message, your SPT 1700 terminal removes the message from the Outbox folder and takes you back to the New Message screen, where you can edit the message and resend it, save it as a draft or cancel it.

To retrieve a message:

1. In the Message List screen, tap Outbox from the pick list in the upper-right corner to display the messages contained in the Outbox.



2. Tap the message you want to retrieve to display the message.



3. Tap the Edit button to remove the message from the Outbox folder and place it back in the New Message screen.

Draft Messages

There are times when you may not want to immediately send a message you compose — for example, you may want to add additional information before sending it. Your SPT 1700 terminal stores such messages in the Draft folder until you are ready to edit them. When you edit a draft, it becomes a new message again.

Note: *When you're creating or editing a message, you can also save a message as a draft by canceling it. When you cancel a message, the SPT 1700 terminal opens a dialog asking if you want to save the*

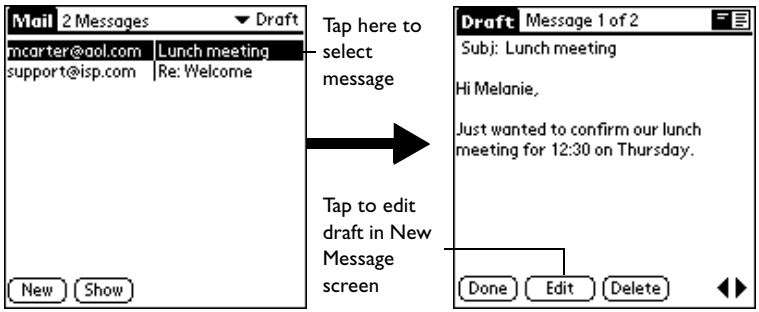
message. If you tap the Yes button, your SPT 1700 terminal saves a draft of your message.

To save a message as a draft:

1. Create a message in the New Message screen.
2. Tap the icon to open the Mail menus.
3. Tap Save Draft from the Message menu to move the message to the Draft folder.

To edit a message saved as a draft:

1. In the Message List screen, tap Draft from the pick list in the upper-right corner to display a list of the messages in the Draft folder.
2. Tap the draft you want to display.



3. Tap the Edit button to move your draft to the New Message screen.
4. Enter your changes, then either save it again as a draft or tap the Send button to move the message to your Outbox folder.

Filing a Message

Your SPT 1700 terminal can store any message you receive or create in the Filed folder. The contents of this folder do not automatically synchronize with your desktop e-mail application during a HotSync operation. However, your SPT 1700 terminal does store a back-up copy of the Filed folder on your computer hard drive.

To file a message:

1. Open a message.
2. Tap the icon to open the Mail menus.

3. Tap File from the Message menu to display the Message File Options dialog.
4. Tap No to save the message and move it to the Filed folder or tap Yes to file the message and keep a copy in the Inbox.

To remove a message you created from the Filed folder:

1. In the Message List screen, tap Filed from the pick list in the upper-right corner to display the contents of the Filed folder.
2. Tap the message you want to restore.
3. Tap the Edit button to display and modify the message.

Note: *After you display and modify the message, you can send it, save it as a draft, or return it to the Filed folder.*

Deleting Messages

Your SPT 1700 terminal stores deleted message in the Deleted folder until you perform the next HotSync operation. If you delete a message from SPT 1700 terminal, it is deleted on your desktop e-mail application after you perform a HotSync operation.

To delete a message:

1. Open the message you want to delete.
2. Tap the Delete button.
3. If you selected the Preference option to confirm message deletion, tap the Yes button to confirm that you want to delete the current message.

Removing a Message From the Deleted Folder

You can reverse the deletion of a message (by removing it from the Deleted folder) as long as you have neither performed a HotSync operation nor purged the contents of the Deleted folder.

To remove a message you received from the Deleted folder:

1. In the Message List screen, tap Deleted from the pick list in the upper-right corner to display the contents of the Deleted folder.
2. Tap the message you want to restore.
3. Tap the Undelete button to move the selected message to the Inbox and mark it as read.

To remove a message you created from the Deleted folder:

1. In the Message List screen, tap Deleted from the pick list in the upper-right corner to display the contents of the Deleted folder.
2. Tap the message you want to restore.
3. Tap the Edit button to display and modify the message.

Note: *After you display and modify the message, you can send it or save it as a draft.*

Purging Deleted Messages

Because your SPT 1700 terminal stores deleted messages in the Deleted folder until you perform a HotSync operation, deleted messages can monopolize storage space. To avoid or correct this problem, you can purge the contents of your Deleted folder. Messages that you purge are still deleted from your desktop e-mail application during the next HotSync operation.

To purge the contents of the Deleted folder:

1. Tap the  icon to open the Mail menus.
2. Tap Purge Deleted from the Message menu.
3. When your SPT 1700 terminal displays the Purge Deleted Messages alert, tap the Yes button to confirm that you want to purge the contents of the Deleted folder.

Note: *You cannot restore messages after you purge them.*

Message List Options

Message List Options enable you to manage the way the Message List displays information.

Folders

Your SPT 1700 terminal provides five different folders, each pertaining to a particular mail category. The Message List displays the messages in the folder you select. Folders provide an efficient way to manage the mail you send and receive.

To select a folder:

1. Tap the pick list in the upper-right corner to open the following list of folders:

Inbox	Contains the mail from your desktop e-mail application Inbox, minus any that you have excluded using filtering options. See *Creating Special Filters* on page 10-22 for details.
Outbox	Contains the mail you created and sent on the SPT 1700 terminal since the last HotSync operation.
Deleted	Contains the messages you deleted since the last HotSync operation.
Filed	Contains the messages you want to store on the SPT 1700 terminal.
Draft	Contains the messages you created using the SPT 1700 terminal but are not yet ready to send.

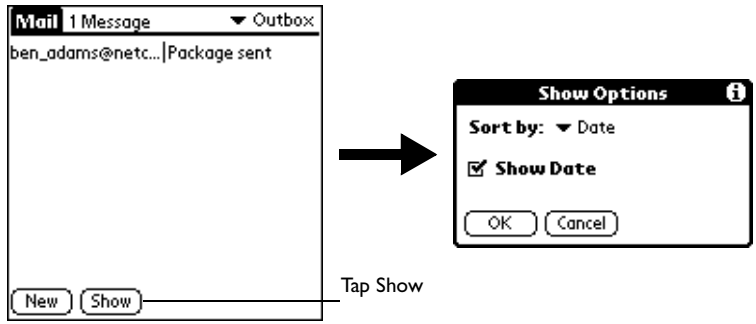
2. Tap to select the folder you want to display in the Message List screen.

Date Column

The Date Column is optional in the Message List. By default, the Date Column is hidden to increase the available screen space.

To show the Date Column:

1. Tap the Show button in the Message List to open the Show Options dialog.



2. Select the Show Date check box to show the Date Column.
3. Tap OK to close the Show Options dialog and return to the Message List.

Sorting the Message List

You can sort the Message List by the date it was sent, by the sender or by the subject.

Note: *High-priority messages always appear first, no matter how you sort your message list.*

To sort the Message List:

1. Tap the Show button in the Message List to open the Show Options dialog.
2. Tap the Sort by pick list and select one of the following options:

Date	Sorts messages by date and displays the most recent message at the top of the screen.
Sender	Sorts messages by the sender's user name and displays them in ascending alphabetical order —based on the first word of the sender field.
Subject	Sorts messages by subject and displays them in ascending alphabetical order based on the first word of the subject field.

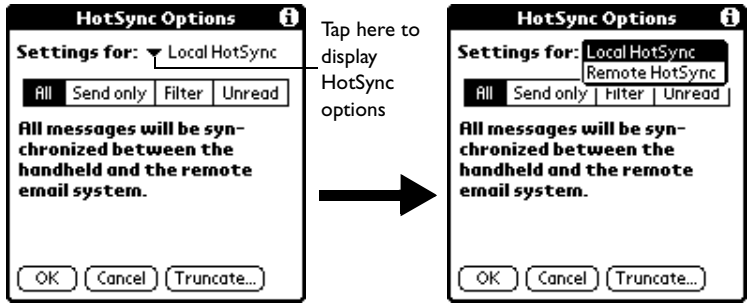
3. Tap OK to close the Show Options dialog and return to the Message List.

HotSync Options

HotSync Options enable you manage your e-mail more effectively by selecting which messages download when you synchronize your computer and your SPT 1700 terminal. You can define different settings for local and remote synchronization. For example, you may want to download all of your messages during local synchronization and only urgent messages during remote synchronization. Once defined, your SPT 1700 terminal determines if synchronization is occurring locally or remotely and uses the appropriate HotSync Options settings.

To activate the HotSync Options dialog:

1. Tap the icon to open the Mail menus.
2. Tap HotSync Options from the Options menu to open the HotSync Options dialog.
3. Tap the Settings for pick list and select Local HotSync or Remote HotSync.



Note: *For more information about Local and Remote HotSync operations, see Chapter 9, Applications: HotSync®.*

4. Tap the filtering option you want to apply. The following filtering options are available:

All	During synchronization, all messages in your desktop e-mail Inbox synchronize with your SPT 1700 terminal and all messages in your SPT 1700 terminal Outbox are sent to your desktop e-mail application.
Send Only	During synchronization, only the messages in your SPT 1700 terminal Outbox are sent to your desktop e-mail application where they are sent to their final destination.
Filter	During synchronization, all messages in your SPT 1700 terminal Outbox are sent to your desktop e-mail application, and messages in your desktop e-mail Inbox that meet specific criteria download to your SPT 1700 terminal. When you select the Filter setting, the HotSync Options dialog opens and displays additional filter settings. See *Creating Special Filters* on page 10-22 for details.
Unread	During synchronization, only unread messages download to your SPT 1700 terminal from your desktop e-mail Inbox, and all messages in your SPT 1700 Outbox are sent to your desktop e-mail application.

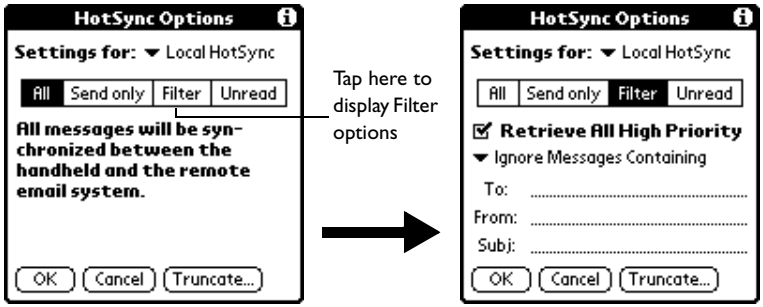
Note: *The All setting does not mean that all information included in each message downloads to your SPT 1700 terminal. Truncation settings (explained in a following section) for long messages still apply. Also, Mail never downloads any attachments to your SPT 1700 terminal. The message and any text information appear, but the attachment is left in your desktop e-mail application.*

5. If you selected All, Send Only or Unread, tap the OK button to confirm your selection and close the HotSync Options dialog. If you selected Filter, continue to the next section.

Creating Special Filters

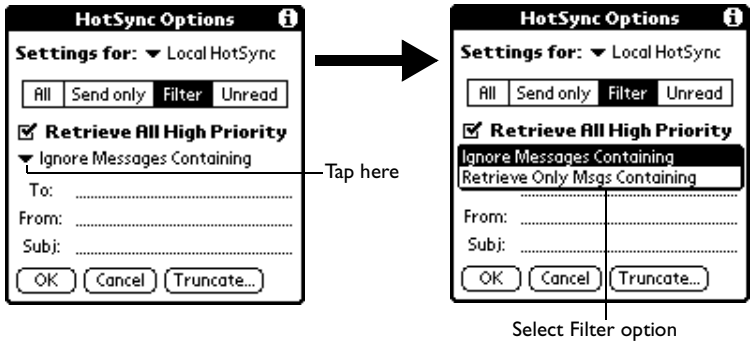
You can create special filters to control the type of messages that download to your SPT 1700 terminal during synchronization. Special filters tell your SPT 1700 terminal what to look for in the To, From, and Subject header fields to single out certain messages.

Tap the Filter box in the HotSync Options dialog to display the filter settings.



Ignoring or Receiving Messages

To define whether to ignore or receive messages that match the information you specify, tap the pick list in the center of the HotSync Options dialog and select one of the following settings:



Ignore Messages Containing	Tells your SPT 1700 terminal to *exclude* the messages that meet the defined criteria and download *all other messages* during synchronization. In general, this filter downloads more mail during synchronization because it blocks only one defined subset of mail.
Retrieve Only Messages Containing	Tells your SPT 1700 terminal to *include* only the messages that meet the defined criteria and to ignore all other messages during synchronization. This filter may block more mail during synchronization because it downloads only one subset of mail.

Defining Filter Strings

Messages are filtered based on the information contained in their To, From and Subject header fields. The information that defines what your SPT 1700 terminal is looking for is called a *filter string*. You create a filter string by listing the words you want your SPT 1700 terminal to find and separating them with either a comma or a space. Each word in the filter string is joined by an implicit OR; do not enter connecting words such as AND or OR.

To create a more complex filter, you can define filter strings for the To, From and Subject fields simultaneously. Your SPT 1700 terminal joins the filter strings for these fields using an implicit AND, so do not add connecting words. Your SPT 1700 terminal does that for you.

For example, suppose you want to receive only messages from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

To field filter string: jsmith@aol.com, jjones@aol.com

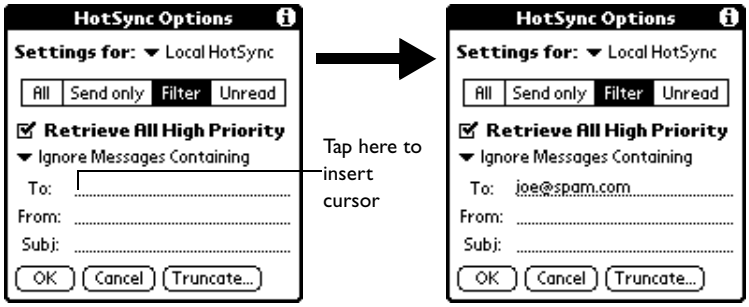
Subject field filter string: Apollo Project

Your SPT 1700 terminal interprets this as, "Accept messages about the Apollo Project from John Smith or Jack Jones. Do not accept messages from other people. Do not accept messages from John or Jack about any other subject."

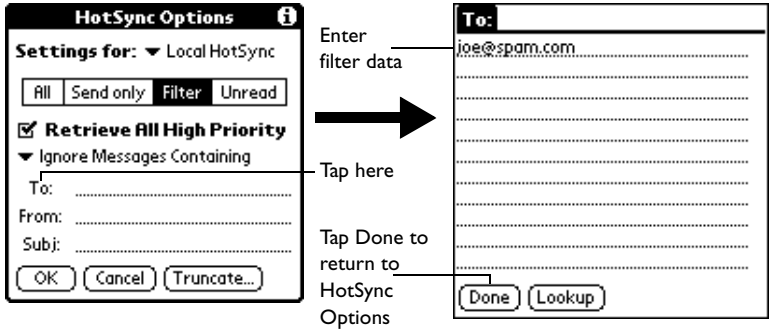
When you define a string, note that your SPT 1700 terminal searches for any instance of that *collection* of characters. For example, if you create a filter that retrieves only messages containing the string "info," your SPT 1700 terminal considers "**info**," "ra**info**rest" and "k**info**lk" appropriate matches.

To define filter strings:

1. Tap a header field in the HotSync Options dialog.



2. Enter your filter string for the selected header field using commas or spaces to separate the words, not AND or OR.
3. If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field. For more information about header field Notes screens, see *Creating Messages* on page 10-7.



4. Tap the Done button to return to the HotSync Options dialog.
5. Tap the OK button to confirm your filter strings and close the HotSync Options dialog.

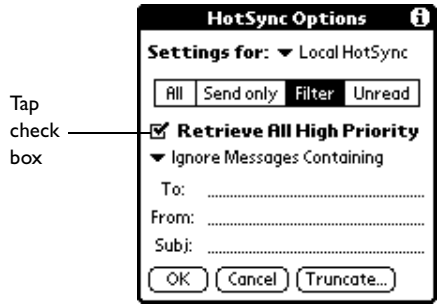
High-Priority Messages

The Retrieve All High Priority setting lets you retrieve messages marked high-priority, even if those messages would have been blocked by a defined filter.

To retrieve high-priority messages:

1. Tap the Filter box in the HotSync Options dialog to display additional filter options.

2. Select the Retrieve All High Priority check box to retrieve all messages marked high-priority.



3. Tap OK to confirm your selection and close the HotSync Options dialog.

Note: *This setting is applicable only if your e-mail application has the capacity to flag high-priority messages.*

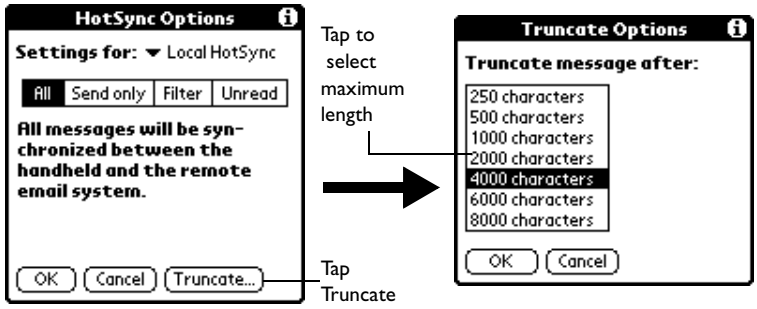
Truncating Messages

The Truncate feature lets you set a point at which long messages truncate when downloading to your SPT 1700 terminal. By default, this Truncate value is 4000 characters. By truncating long messages, you reduce the time it takes to synchronize your desktop e-mail and SPT 1700 Mail as well as the amount of storage space e-mail uses on your SPT 1700 terminal.

Note: *Truncation is separate and independent from filtering.*

To truncate messages:

1. Tap the Truncate button in the HotSync Options dialog to open the Truncate Options dialog.



2. Tap to select the truncation setting you want. The values range from 250 characters to 8000 characters.

   Tip: If you select a low truncation value, you will have more room on your SPT 1700 terminal to store messages.

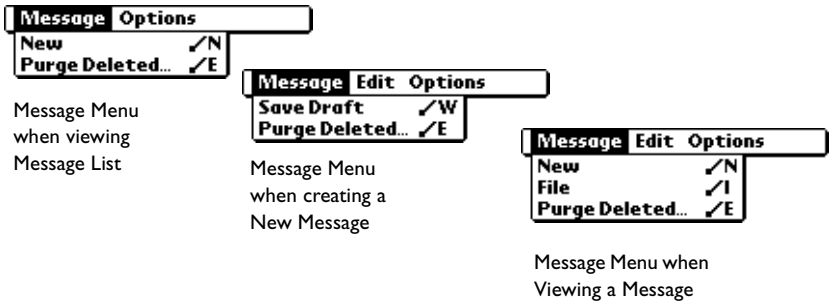
3. Tap OK to confirm your selection and return to the HotSync Options dialog.

Mail Menu Commands

The Mail application includes menu commands to make it fast and easy to perform common file and editing tasks. See *Using Menus* on page 3-18 for information about menu commands that are common to all of your SPT 1700 terminal applications.

Message Menu

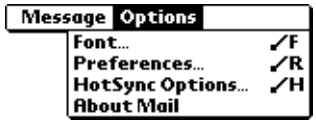
The Message menu varies based on whether you are viewing a message, creating a message or viewing the Message List.



New	Displays the Create Message screen, where you can create a new e-mail message.
Save Draft	Saves the current message as a draft and moves it to the Draft folder where it is stored until you send or delete it.
File	Moves the current message to the Filed folder where it is stored until you delete it.
Send	Moves the current message to the Outbox folder. Your SPT 1700 terminal stores all sent messages in the Outbox folder until you perform a HotSync operation.
Delete	Moves the current message to the Deleted folder. Your SPT 1700 terminal stores deleted messages in the Deleted folder until you perform a HotSync operation, which permanently removes deleted messages.
Purge Deleted	Empties (purges) the contents of the Deleted folder. Your SPT 1700 terminal stores deleted messages in the Deleted folder until you perform a HotSync operation. Purging deleted messages frees up storage space on your SPT 1700 terminal before the next HotSync operation. **Note:**The Purge Deleted command displays an alert, prompting you to confirm that you want to purge all messages from the Deleted folder. If you tap Yes, all deleted messages are purged from the memory of your SPT 1700 terminal. **Important:**Messages that you purge are deleted from your desktop e-mail application during the next HotSync operation.

Options Menu

When you select the Options menu, its menu commands vary depending on whether you are creating or editing a message.

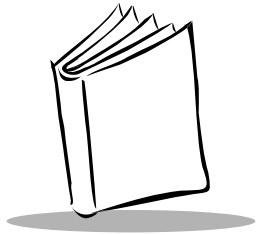


Message List



New Message

Font	Enables you to adjust the size of the text on the screen. This can make it easier to read the text or to fit more text in the display area.
Preferences	Enables you to define a specific string of text as a signature and to select whether or not your SPT 1700 terminal displays an alert when you delete a message.
HotSync Options	Opens a dialog, where you can select different ways to filter messages synchronized between your desktop e-mail application and your SPT 1700 terminal. You can create simple or complex filters to control the type of messages downloaded to your SPT 1700 terminal. In addition, you can define separate settings for local and remote synchronizations.
Look Up	Opens a dialog, which contains the Address List from your Address Book. By tapping a selection, you enter that address into the To field of any message you are creating. **Note:** The Look Up command is available only when you are creating a message.
About Mail	Shows version (revision) information for the Mail application.



Chapter 11
Applications: Memo Pad

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Reviewing Memos 11-4
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Manually Arranging the Memo List 11-5
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    Options Menu 11-8

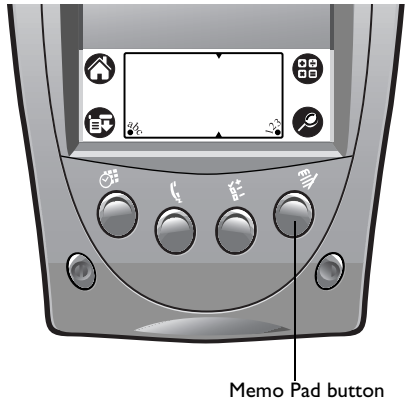
Introduction

The Memo Pad provides a place to take notes that are not associated with Date Book, Address Book or To Do items.

With the Memo Pad, you can:

- Take notes or write any kind of message on your SPT 1700 terminal.
- Drag and drop memos into popular computer applications like Microsoft Word, when you synchronize using Symbol Palm Terminal Desktop software and HotSync® technology.
- Assign categories for memos. This enables you to quickly view just your business-related memos, personal memos or any other category that you define.
- Quickly jot down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

To open the Memo Pad, press the Memo Pad button on the front panel of the SPT 1700 terminal to display the Memo List screen.

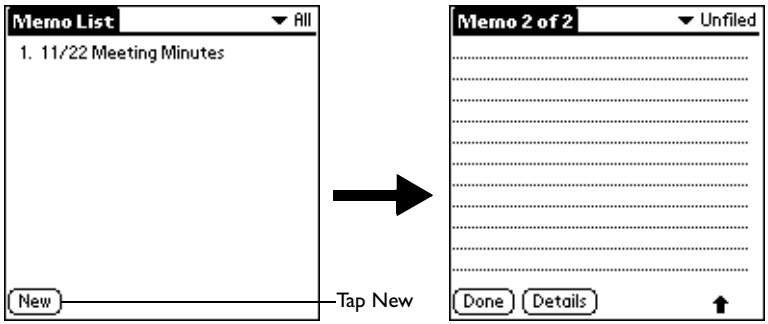


Creating a New Memo

A memo is where you enter, review and modify the individual Memo Pad entries. A memo can contain up to 4,000 characters; the number of memos you can store is dependent only on the memory available on your SPT 1700 terminal.

To create a new memo:

1. Open the Memo Pad application.
2. Tap the New button to create a new memo.



Note: *In the Memo List screen, you can also begin writing in the Graffiti® writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.*

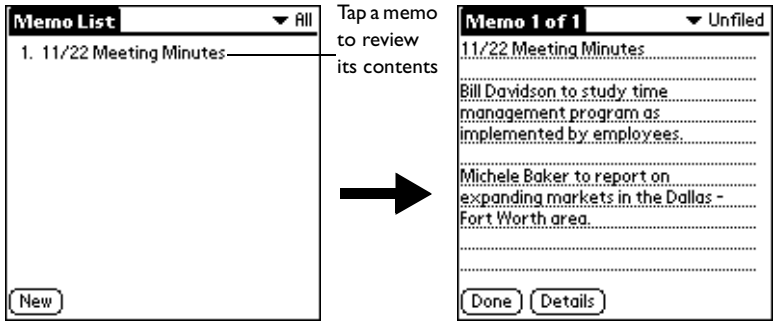
3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
4. After you finish, tap the Done button to return to the Memo List screen.

Reviewing Memos

Each time you create a memo, the first line of the memo appears in the Memo List screen. This makes it easy to locate and review your memos.

To review the contents of a memo:

1. Tap the text of the memo that appears in the Memo List screen to display the memo on the screen.


Memo List
All
1. 11/22 Meeting Minutes
New
Tap a memo to review its contents
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

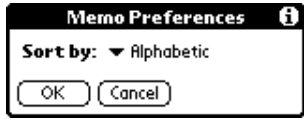
2. Review or edit the text in the memo.
3. Tap the Done button to save your changes to the memo and return to the Memo List screen.

Arranging Memos

The Memo Preferences dialog enables you to sort your memos alphabetically or in any order that you want.

To select a sort option:

1. In the Memo List screen, tap the icon to open the Memo Pad menus.
2. Tap Preferences from the Options menu to open the Memo Preferences dialog.



3. Tap the Sort by pick list and choose Manual or Alphabetic.
4. Tap the OK button to close the Memo Preferences dialog and activate your setting.

Manually Arranging the Memo List

If you choose the Manual option for the Sort by setting, you can rearrange the order of the memos in the Memo List screen. Your SPT 1700 terminal renumbers all the memos to reflect the new order.

Note: *The Manual setting of the Memo Preferences is not transferred to the Symbol Palm Terminal Desktop. If you choose to display your memos alphabetically on the Symbol Palm Terminal Desktop and then perform a HotSync operation, the memos are still arranged in the order defined in the Memo Preferences setting.*

To rearrange the order of your memos:

1. Select the Manual option in the Preferences dialog as described in the previous procedure.
2. In the Memo List screen, tap and drag the memo to a new location in the list. When you lift the stylus from the SPT 1700 terminal screen, the memo appears in its new location.

Choosing a Memo Category

Categories are used to file individual memos into groups for easy review. You can assign and edit categories using the Categories pick list (in the upper-right corner of the screen) or the Details dialog. See *Using Categories* on page 3-23 for a complete description of categories.

Marking a Private Memo

You can designate a specific memo as "private." When you activate the Security features, your SPT 1700 terminal hides all private entries and you must enter a password to display them on the screen.

To mark a memo as private:

1. Tap the memo you want to mark as private to display it on the screen.
2. Tap the Details button to open the Memo Details dialog for that memo.



3. Select the Private check box.
4. Tap the OK button to close the Memo Details dialog and return to the memo screen.

Deleting a Memo

There are three ways to delete a memo: simply delete the text of the memo, use the Menu Command (as described in the *Record Menu* on page 11-7) or use the Memo Details dialog.

To delete a memo with the Memo Details dialog:

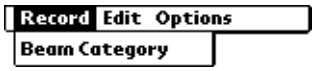
1. Tap the memo that you want to delete to display it on the screen.
2. Tap the Details button to open the Memo Details dialog.
3. Tap the Delete button to open the Delete Memo alert.
4. Tap the OK button to confirm that you want to delete the current memo.

Memo Pad Menu Commands

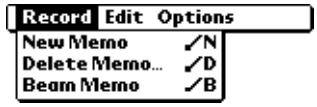
The Memo Pad includes menu commands to make it fast and easy to perform common file and editing tasks. See *Using Menus* on page 3-18 for information about menu commands that are common to all SPT 1700 terminal applications.

Record Menu

When you select the Record menu, its commands appear on screen.



Memo List

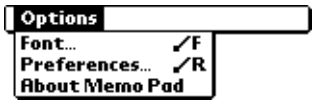


Memo screen

Options Menu

New Memo	Creates a new memo.
Delete Memo	Opens an alert dialog, prompting you to confirm that you want to delete the current memo. Tap the OK button to delete the memo from your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and keep the memo. **Note:** *By default your SPT 1700 terminal removes the memo from the Memo List, but retains a copy of the memo and transfers it to an archive file on your computer the next time you perform a HotSync operation. To remove the memo completely, clear the Save archive copy on PC check box.*
Beam Memo	Beams the current memo to another SPT 1700 terminal through the IR port.
Beam Category	Beams all memos in the current category to another terminal through the IR port.

When you select the Options menu, its commands appear on screen.

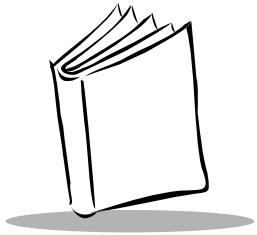


Memo List



Memo Screen

Font	Opens the Select Font dialog where you can choose a different font (text) style for your Memo Pad entries. See *Choosing Fonts* on page 3-21 for details.
Go to Top of Page	Moves to the top (first) line of the memo.
Go to Bottom of Page	Moves to the bottom (last) line of the memo.
Phone Lookup	Activates the Phone Lookup feature, described in *Using Phone Lookup* on page 4-4.
Preferences	Activates the Memo Preferences dialog and enables you to define the sort order for your memos.
About Memo Pad	Shows version (revision) information for the Memo Pad application.



Chapter 12
Applications: Preferences

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Introduction

The Preferences screens enable you to customize the configuration options on your SPT 1700 terminal.

With the Preferences screens, you can:

- Set the current date and time, the auto shut-off interval, and the overall, system, alarm and game sounds.
- Set the display format for dates, times and numbers.
- Configure your SPT 1700 series terminal for use with a modem.
- Assign your name, phone number and other owner information to your SPT 1700 series terminal.
- Assign different applications to the buttons on the front panel of your SPT 1700 series terminal.
- Define a list of Graffiti® abbreviations.
- Calibrate the screen on your SPT 1700 series terminal.
- Configure your SPT 1700 series terminal for use with a network, including the Spectrum24® network (SPT 1740 only).

To open the Preferences screens:

1. Tap the  icon in the Graffiti area to open the Applications Launcher.
2. Tap the  icon to display the last Preferences screen you used.
3. Tap the pick list in the upper-right corner to select the Preferences screen you want to view.

Buttons Preferences

The Buttons Preferences screen enables you to associate different applications with the buttons on the front of the SPT 1700 terminal.

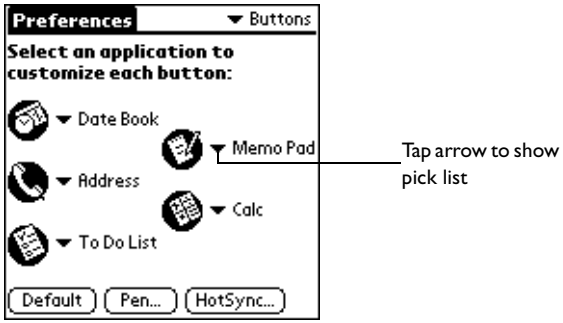
For example, if you find that you seldom use the To Do List application and often use the Expense application, you can assign the To Do List button to start the Expense application.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher. See *Selecting Applications* on page 3-3.

To change the Buttons Preferences:

1. Tap the pick list next to the button you want to assign in the Buttons Preferences screen to display a list of all the applications installed on your SPT 1700 terminal.

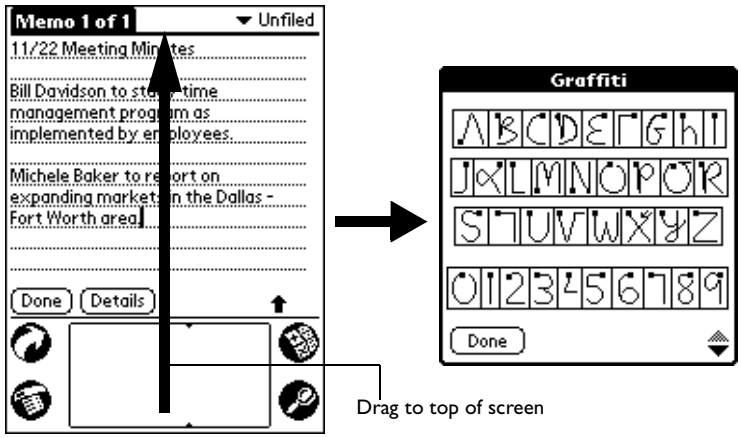


2. Tap the application that you want to assign to the button.

Note: *To restore all of the buttons to their factory settings, tap the Default button.*

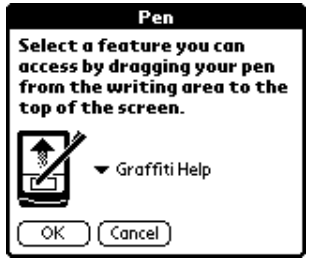
Pen Preferences

The Buttons Preferences screen enables you to change the Button assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates the Graffiti Help dialog.


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to start time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Graffiti
Done
Drag to top of screen

To change the Pen preferences:

1. Tap the Pen button in the Buttons Preferences screen to open the Pen dialog.


Pen
Select a feature you can access by dragging your pen from the writing area to the top of the screen.
Graffiti Help
OK
Cancel

2. Tap the pick list and select one of the following settings for the full-screen pen stroke:

Backlight	Activates the backlight feature of the SPT 1700 terminal. You can use this setting instead of the power button to turn the backlight on and off.
Keyboard	Activates the on-screen keyboard for entering text characters.
Graffiti Help	Activates a series of screens that show the complete Graffiti pen stroke character set.
Turn Off & Lock	Turns off and locks the SPT 1700 terminal. You must assign a password to lock the SPT 1700 terminal. When locked, you need to enter the password to use your SPT 1700 terminal.
Beam Data	Beams the current entry to another terminal.

3. Tap the OK button to complete your selection and return to the Buttons Preferences screen.

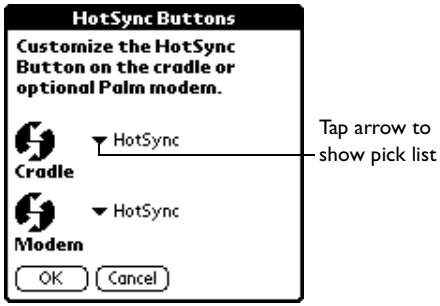
HotSync® Buttons Preferences

The Buttons Preferences screen also enables you to associate different applications with the HotSync button on the CRD1700-1000S and the HotSync button on the optional PalmPilot Modem.

Any changes that you make in the HotSync Buttons dialog are effective immediately; you do not have to change to a different screen or application.

To change the HotSync Buttons preferences:

1. Tap the HotSync button in the Buttons Preferences screen to open the HotSync Buttons dialog.
2. Tap the pick list next to the button you want to assign to display a list of all the applications installed on your SPT 1700 terminal.



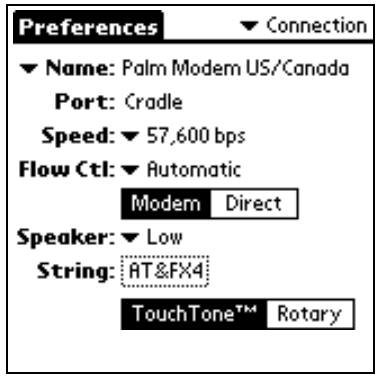
3. Tap the application that you want to assign to each button. The default setting for each button is the HotSync setting, which means the cradle and optional PalmPilot Modem perform their normal HotSync functions.

Connection Preferences

The Connection Preferences screen enables you to define the settings for the serial, modem, and IR communications.

To define the Connection Preferences:

1. Tap either the modem or direct box, depending on whether you will be performing communication via a modem, or directly using a serial cable/cradle or IR communication.
2. Tap the Touch Tone or Rotary box in the Connection Preferences screen.



Note: *Select the Rotary setting only if you are certain that your telephone service does not support Touch Tone dialing.*

3. Tap the Name pick list and select the type of modem connected to your SPT 1700 terminal, or pick the preferred method of communication. Select direct serial if you are using a cradle, or select direct IR if you are using IR communication.
4. Tap the Port pick list and select the port through which communication will take place, either cradle or IR Comm.
5. Tap the Speed pick list and select the speed for communication.
6. Tap the Flow Ctl (Flow Control) pick list and select either Automatic, On (Xon) or Off (Xoff) flow control for the modem connection.
7. If using a modem, tap the Speaker pick list and select the speaker volume that you want for the modem.
8. If necessary, edit the String text to change the modem setup string.

Digitizer Preferences

The Digitizer Preferences screen activates the digitizer calibration screen. This is the same screen that appears when you start your SPT 1700 terminal for the first time. A complete description of how to use the digitizer calibration screen appears in *Calibrating the Screen* on page 1-15.

Formats Preferences

Use the Formats Preferences screen to set the display format of the dates, times and numbers on your SPT 1700 terminal.

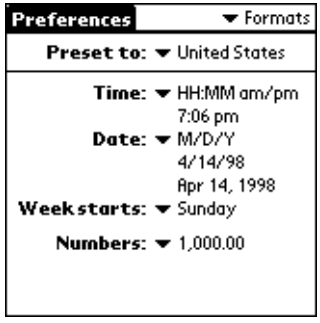
Country Default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your SPT 1700 terminal. For example, in the United Kingdom, time often is expressed based on a 24-hour clock. In the United States it is based on a 12-hour clock with an AM or PM suffix.

All your SPT 1700 terminal applications use the Country default settings. You can, however, customize your own preferences as described in *Time, Date, Week Start and Numbers Formats* on page 12-9.

To set the country default:

1. Tap the country name in the Formats Preferences screen to open the Country pick list.



2. Tap the setting you want to use.

Time, Date, Week Start and Numbers Formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your SPT 1700 terminal.

To select the Time, Date, Week start and Numbers format:

1. Tap the Time pick list in the Formats Preferences screen, and select the format that you want for your SPT 1700 terminal.
2. Tap the Date pick list and select the format that you want for your SPT 1700 terminal.
3. Tap the Week starts pick list and select whether you want the first day of the week to be either Sunday or Monday.

Note: *This setting controls the Day, Week and Month views in the Date Book application and all other aspects of your SPT 1700 terminal that display a calendar.*

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4. Tap the Numbers pick list and select the format that you want for your SPT 1700 terminal.

General Preferences

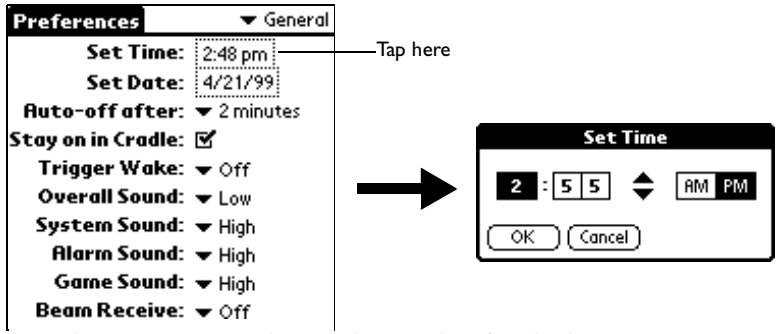
The General Preferences screen is where you set the time, date, auto shut-off interval and sounds for your SPT 1700 terminal.

Setting the Current Time

Use the Set Time button in the General Preferences screen to set the current time for your SPT 1700 terminal.

To set the current time:

1. Tap the time in the General Preferences screen to open the Set Time dialog.



2. Tap the up or down arrows to change the number for the hour.
3. Tap the minutes numbers, and then tap the arrows to adjust the settings for the current time.
4. Tap the AM or PM box to select the time of day.

Note: *Your SPT 1700 terminal can also display time based on a 24-hour clock. See the Formats Preferences on page 12-8.*

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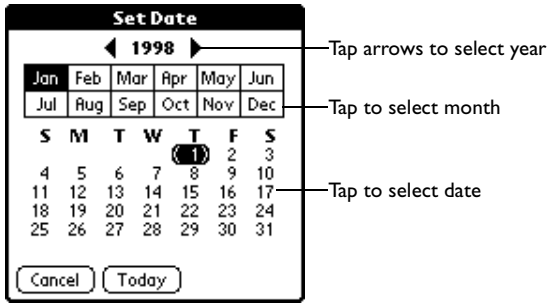
5. Tap the OK button to close the Set Time dialog and return to the General Preferences screen.

Setting the Current Date

Use the Set Date button in the General Preferences screen to set the current date for your SPT 1700 terminal.

To set the current date:

1. Tap the date in the General Preferences screen to open the Set Date dialog.
2. Tap the arrows at the top to select the current year.


Set Date
1998
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Cancel
Today
Tap arrows to select year
Tap to select month
Tap to select date

3. Tap a month box to select the current month.
4. Tap the current date to set the date, close the Set Date dialog and return to the General Preferences screen.

Auto-Off Delay

Your SPT 1700 terminal has an automatic shutoff feature that turns off the power and backlight after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your SPT 1700 terminal.

If you find that your SPT 1700 terminal shuts itself off before you finish reviewing the information on the screen, increase the time setting of the automatic shutoff feature.

To set the Auto-off delay:

1. Tap the Auto-off after setting in the General Preferences screen to open the pick list.
2. Tap the setting you want to use for the automatic shutoff feature. You can choose a delay of 1 minute, 2 minutes or 3 minutes.

Stay On In Cradle

This option is used to control whether the SPT 1700 terminal stays powered on while it is in the cradle. To force the terminal to stay on while it is seated in the cradle, check this box.

Trigger Wake

Your SPT 1700 terminal can be “awakened” or powered on by pressing any one of the scanner buttons. If you want this feature enabled, tap the Trigger Wake picklist and select the “On” option. If you set this option to “Off”, the scanner buttons will not awaken the terminal.

Overall, System, Alarm and Game Sounds

Your SPT 1700 terminal uses a variety of sounds. The Overall, System, Alarm and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

To set the overall, system, alarm and game sounds, tap each option's pick list and select the sound level:

Note: *When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation. The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.*

Beam Receive

The Beam Receive preference controls the IRDA receiving.

Network Preferences and Symbol Palm Terminal Desktop TCP/IP Software

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Note: *For specific instructions on configuring your terminal for use with the Spectrum24 network, please see Chapter 2, Spectrum24 Setup.*

The Network Preferences settings enable you to use the TCP/IP software that comes with your SPT 1700 terminal operating system. You can use the TCP/IP software to connect with Internet Service Providers (ISPs) or dial-in (remote access) servers. Because the TCP/IP software is a feature of the operating system, you configure all parameters relating to it from the Preferences application.

To use the Symbol Palm Terminal Desktop TCP/IP, you must configure both the Modem Preferences and the Network Preferences settings.

Note: *Modem Preferences settings enable your SPT 1700 terminal to use an external modem (such as the SPT 1700 Modem Cradle) to communicate with remote devices. For example, you can communicate with your computer if you are away on travel or your*

ISP server. See Connection Preferences on page 12-7 for a complete explanation on how to configure modem parameters.

After you configure both the Network and Modem Preferences, you can establish a PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol) or CSLIP (Compressed Serial Line Internet Protocol) connection with your ISP or dial-in server, by using menu commands from the Network Preferences screen or by using a third-party application.

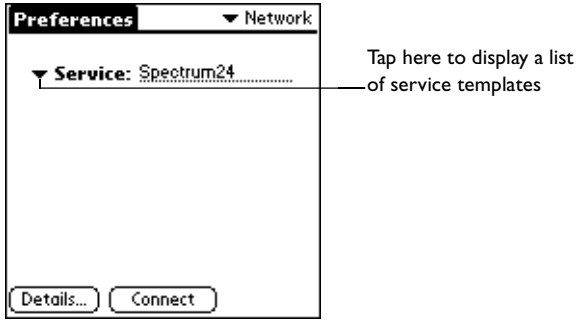
Note: *Symbol Palm Terminal Desktop TCP/IP provides the ability to connect to your ISP or dial-in server, however, it does not come with any applications to view the transmitted data. Visit the Symbol website (http://www.symbol.com/palm) for information on third-party applications that take advantage of TCP/IP.*

Selecting a Service

Use the Service setting to choose the service template for your Spectrum24 LAN, Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save and reuse.

To select a service:

1. Tap the Service pick list in the Network Preference screen to display a list of all the predefined service templates.



2. Tap the service you want to use.

Entering a User Name

The User Name setting identifies the name you use when you log into your Internet Service Provider or your dial-in server. Although this field can contain multiple lines of text, only two lines appear on the screen.

To enter a user name:

1. Tap the User Name line in the Network Preferences screen to move the cursor to that field. The Spectrum24 option does not request a user name.
2. Enter your user name.

Note: *Most dial-in servers do not accept spaces in the user name.*

Entering a Password

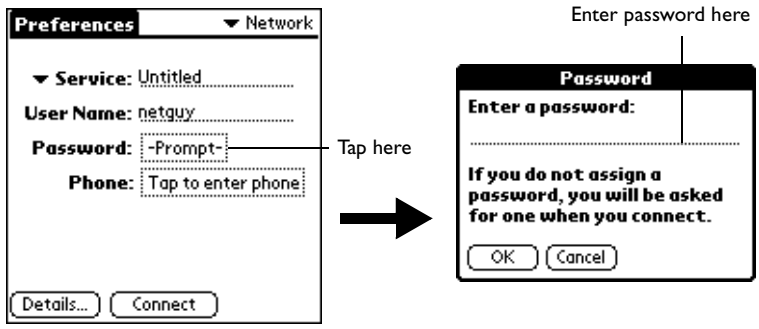
The Password field identifies the password you use to log into your server or ISP. Your entry in this field determines whether your SPT 1700 terminal prompts you to enter a password each time you log into your network.

If you do not enter a password, your SPT 1700 terminal displays the word "Prompt" in this field and asks you to enter a password during the login procedure. If you enter a password, your SPT 1700 terminal displays the word "Assigned" in this field and does not prompt you to enter a password during the login procedure.

Note: *If you are concerned about security, select the Prompt option and do not enter a password.*

To enter a password:

1. Tap the Password box in the Network Preferences screen to open the Password dialog.



2. Enter the password you use to log into your server.
3. Tap OK to confirm your entry and return to the Network Preferences screen.

Note: *The Password field updates to display the word "Assigned."*

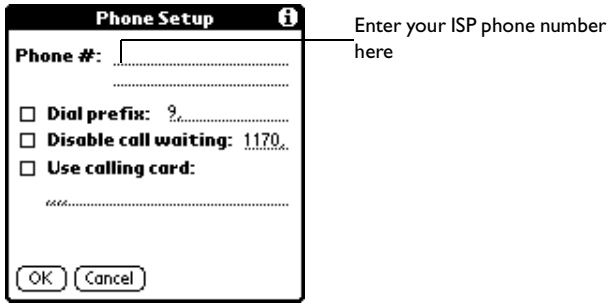
Adding Telephone Settings

When you select the Phone field, your SPT 1700 terminal opens a dialog where you define the telephone number you use to connect with your ISP or dial-in server. In addition, use this dialog to define a prefix, disable Call Waiting and give special instructions for using a calling card.

Note: *The phone setup dialog works correctly for AT&T and Sprint long-distance services. However, MCI customers need to put the calling card number in the Phone field and the phone number in the Calling Card field.*

To enter your server phone number:

1. Tap the Phone field to open the Phone Setup dialog.



2. Enter the phone number you use to reach your ISP or dial-in server.
3. If you need to enter a prefix or disable Call Waiting, perform those procedures. If not, tap OK to confirm your selection and return to the Network Preferences screen.

Entering a Prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial "9" to dial a number outside the building.

To enter a prefix:

1. Select the Dial Prefix check box to activate this feature.



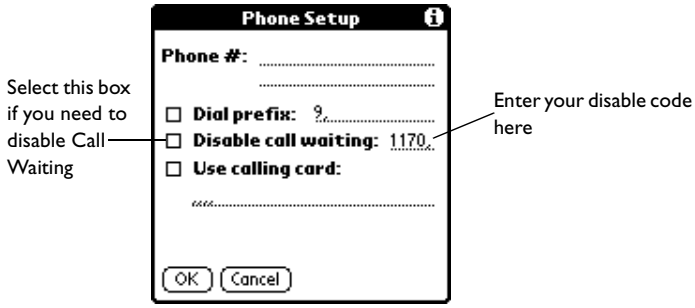
2. Enter the prefix you need on the Prefix line.
3. Tap OK to confirm your selection and return to the Network Preferences screen.

Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, disable this feature before logging into your ISP or dial-in server.

To disable Call Waiting:

1. Select the Disable call waiting check box to activate this feature.



2. Enter the code to disable Call Waiting on the Disable call waiting line.

Note: *Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.*

---

3. Tap OK to confirm your selection and return to the Network Preferences screen.

Using a Calling Card

The Use Calling Card field enables you to use your calling card when dialing your ISP or Intranet server. There is usually a delay before you enter your calling card number. When you define your calling card number, add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

To use a calling card:

1. Select the Use Calling Card check box to activate this feature.



2. Enter your calling card number on the Use Calling Card line.

Note: *It's a good idea to add at least three commas at the beginning of your calling card number to compensate for the cue delay.*

---

3. Tap OK to confirm your selection and return to the Network Preferences screen.

Connecting to your Service

After you set your Modem and Network Preferences, establishing a connection to your ISP or dial-in server is easy.

Remember that you need a third-party application, such as a web browser or news reader, to take advantage of this connection. Check the Symbol website (http://www.symbol.com/palm) for the latest information about third-party applications that support SPT TCP/IP.

To establish a connection, tap the Connect button in the Network Preferences screen to dial the current service and display the Service Connection Progress messages.

Tip: To see expanded Service Connection Progress messages, press the lower half of the Scroll button.

To close a connection, tap the Disconnect button in the Network Preferences screen to terminate the connection between your SPT 1700 terminal and your service.

Creating Additional Service Templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template:

1. Tap the icon in the Network Preferences screen to open the menus.
2. Tap New from the Service menu to create a new service template (called Untitled) to the Service pick list and display it in the Network Preferences screen.

To duplicate an existing service template:

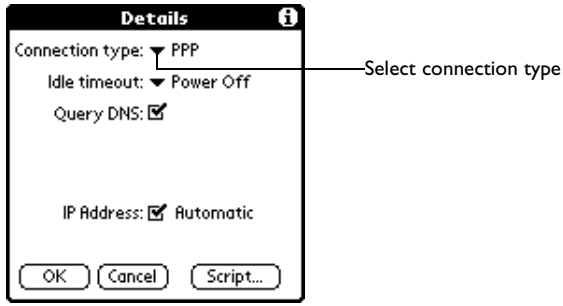
1. Tap the Service pick list in the Network Preference screen to open a list of all the predefined service templates.
2. Tap the service you want to duplicate.
3. Tap the icon to open the Network Preferences menus.
4. Tap Duplicate from the Service menu to add a copy of the service template to the Service pick list and display it in the Network Preferences screen.

Adding Detailed Information to a Service Template

If you are using one of the predefined service templates, you will probably only need to enter your user name and telephone number. If you are creating a new Service Templates, you may need to provide additional information to your ISP or dial-in server. Use the Details dialog to add additional information to a selected service template.

To select a connection type:

1. Tap the service you want to use in the Network Preferences screen.
2. Tap the Details button to open the Details dialog.



3. Tap the Connection type pick list and select one of the following connection types:

PPP Point-to-Point protocol

SLIP Serial Line Internet Protocol

CSLIP Compressed Serial Line Internet Protocol

Note: *If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.*

Idle Timeout

The Idle Timeout setting defines how long your SPT 1700 terminal waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

To set the Idle Timeout:

1. Tap the Idle Timeout pick list and select one of the following options:

Immediate	Your SPT 1700 terminal drops the connection to your ISP immediately when you switch to another application.
1 minute	Your SPT 1700 terminal waits one minute for you to open another application before it drops the connection.
2 minutes	Your SPT 1700 terminal waits two minutes for you to open another application before it drops the connection.
3 minutes	Your SPT 1700 terminal waits three minutes for you to open another application before it drops the connection.
Power Off	Your SPT 1700 terminal keeps your PPP or SLIP connection until you power off your SPT 1700 terminal (or until it times out). This option works best with the PalmPilot Modem.

2. Tap the OK button to confirm your selection and return to the Network Preferences screen.

Defining Primary and Secondary DNS

The Domain Naming System (DNS) is a mechanism in the Internet for translating names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog, enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Note: *Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.*

Tip: Many systems do not require that you enter a DNS. If you are not sure, leave the DNS field blank.

To enter a primary and secondary DNS:

1. Select the Query DNS check box.
2. Tap the space to the left of the first period in the Primary DNS field, then enter the first section of the IP address.

Note: *Each section must be a number from 0 to 255.*

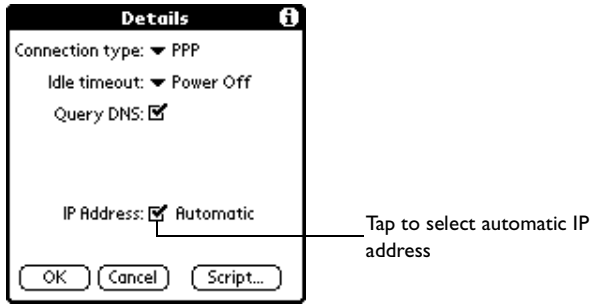
3. Tap the second section of the Primary DNS field, then enter the second section of the IP address.
4. Tap the third section of the Primary DNS, then enter the third section of the IP address.
5. Tap the last section of the Primary DNS field, then enter the last section of the IP address.
6. Repeat steps 2 through 5 for the Secondary DNS number.
7. Tap the OK button to confirm your selection and return to the Network Preferences screen.

IP Address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The IP Address field lets you identify whether your network provides automatic (dynamic) temporary IP addressing.

Note: *If your IP address is permanently assigned, you will need to get that information from your System Administrator. If you are not sure, select Automatic.*

To identify dynamic IP addressing, select the IP Address check box to activate this option.



To enter a permanent IP address:

1. Clear the IP Address check box to disable this option and display a permanent IP address field below the check box.
2. Tap the space to the left of the first period then enter the first section of the IP address.

Note: *Each section must be a number from 0 to 255.*

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3. Tap and enter the remaining sections of the IP address.
4. Tap the OK button to confirm your selection and return to the Network Preferences screen.

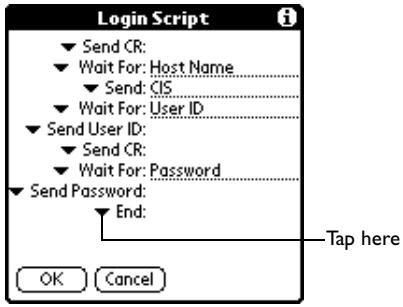
Creating a Login Script

A login script is a series of commands, similar to an autoexec.bat file, that automates logging into your ISP. You can create login script files by selecting commands from the Command pick list in the Login Script dialog. Some of these commands, such as Send, require you to supply additional information and have a parameter field for the necessary data.

Note: *You can also use non-ASCII and literal characters in your login script. See Appendix C, Non-ASCII Characters for Login Scripts for additional information.*

To create a login script:

1. Tap the Script button in the Details dialog to open the Login Script dialog.
2. Tap the End pick list to open the Command list.



3. Tap the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

Wait For	Tells your SPT 1700 terminal to wait for specific characters from the TCP/IP server before executing the next command.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.
Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the User ID information entered in the User ID field of the Network Preferences screen.
Send Password	Transmits the Password entered in the Password field of the Network Preferences screen. If you did not enter a password in the Password field, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
Delay	Tells your SPT 1700 terminal to wait a specific number of seconds before executing the next command in the login script.
Get IP	Reads an IP address and uses it as the IP address for your SPT 1700 terminal. This command is used with SLIP connections.
Prompt	Opens a dialog and prompts you to enter text of some kind (for example, a password or a security code).
End	Identifies the last line in the login script.

4. Repeat steps 2 and 3 until the login script is complete.
5. Tap OK to confirm your selection and return to the Details dialog.

Deleting a Service Template

To delete a service template:

1. Tap the Service pick list in the Network Preference screen to open a list of available service templates.
2. Tap the service you want to delete.
3. Tap the icon to open the menus for the Network Preferences screen.
4. Tap Delete from the Service menu to display the Delete Service alert.
5. Tap the OK button to confirm that you want to delete the service template.

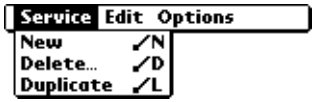
Network Preferences Menu Commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. This section explains the menu commands that are specific to the SPT TCP/IP application.

See *Using Menus* on page 3-18 for information about menu commands that are common to all of your SPT 1700 terminal applications.

Service Menu

When you select the Service menu, its commands appear on screen.



New	Creates a new (empty) service template and adds it to the Service pick list.
Delete	Deletes a selected service template from the Service pick list.
Duplicate	Copies the selected service template and adds it to the Service pick list.

Options Menu

When you select the Options menu, its command appears on screen:



View Log Displays the Network Log screen.

TCP/IP Troubleshooting

If you are having a problem establishing a network connection using the Desktop TCP/IP, check this section and try the suggestions listed.

Displaying Expanded Service Connection Progress Messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages, which describe the current stage of the login procedure. Press the lower half of the Scroll button at any point during login to display these messages.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, look at the Network Log. The Network Log lists all communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

To view the Network Log:

1. From the Network Preferences screen, tap View Log from the Options menu to display the Network Log screen.
2. Tap the up and down arrows of the scroll bar to see the entire Network Log.
3. After you finish, tap the Done button to return to the Network Preferences screen.

Adding a DNS Number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. However, when you try to use an application or look up information, the

connection fails. If this occurs, try adding a DNS number. Ask your ISP or your System Administrator for the correct Primary and Secondary DNS IP numbers.

Owner Preferences

The Owner Preferences screen enables you to record a name, company name, phone number or any other information that you want associated with your SPT 1700 terminal.

If you use the Security application to turn off and lock your SPT 1700 terminal with a password, information that you put in the Owner Preferences displays the next time you turn on your SPT 1700 terminal. See Chapter 13, *Applications: Security* for more information.

Enter the text that you want to associate with your SPT 1700 terminal in the Owner Preferences screen. If you enter more text than will fit on one screen, a scroll bar automatically appears on the right side of the screen.



If you assign a Password (with the Security application), the information in the Owner Preferences screen "locks" and cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

To unlock the Owner Preferences screen:

1. Tap the Unlock button in the Owner Preferences screen to open the Unlock Message dialog.
2. Enter the password that you defined in the Security application, and tap the OK button.

ShortCuts Preferences

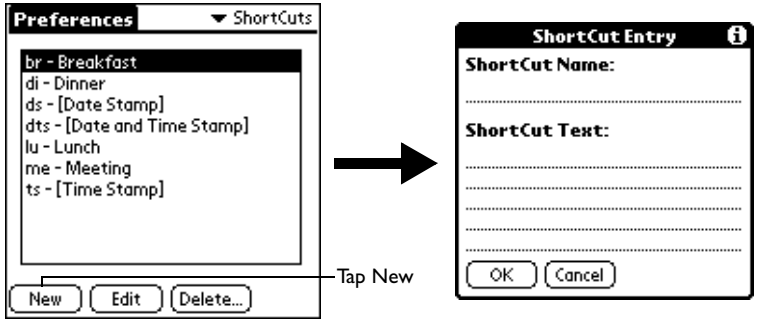
The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti. This section describes how to create, edit and delete a shortcut. For details on the use of ShortCuts, see the *Graffiti ShortCuts* on page 3-16.

Creating a ShortCut

You can create a ShortCut for any words, letters or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your SPT 1700 terminal applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

1. Tap the New button in the ShortCut Preferences screen to open the ShortCut Entry dialog.



2. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.
3. Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.

   Tip: You may want to add a space (space character) after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

4. Tap the OK button to close the ShortCut Entry dialog and define your ShortCut.

   Tip: To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

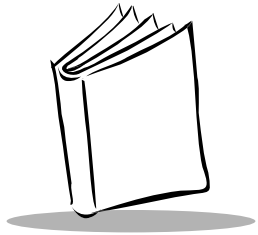
1. Tap the ShortCut you want to edit in the ShortCuts Preferences screen.
2. Tap the Edit button to display the ShortCut Name and ShortCut text in the ShortCut Entry dialog.
3. Make the changes you want and tap the OK button.

Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

To delete a ShortCut:

1. Tap the ShortCut you want to delete in the ShortCuts Preferences screen.
2. Tap the Delete button to display an alert dialog.
3. Tap the Yes button to confirm that you want to delete your ShortCut.



Chapter 13
Applications: Security

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Hiding Private Entries. 13-4
Showing Private Entries 13-4
Locking Your SPT 1700 Terminal 13-5
Changing or Deleting a Password 13-6
Recovering from a Forgotten Password 13-7

Introduction

Your SPT 1700 terminal comes with a Security application so that unauthorized users cannot view the entries you wish to protect.

With the Security application you can:

- Hide record entries you mark as "Private." You can hide private entries with or without a password. Without a password, private entries are hidden until you set the Security application to show them. With a password, you must enter the password to view the private entries.
- Turn off and lock your SPT 1700 terminal so that it does not operate until you enter the correct password.

To open the Security application:

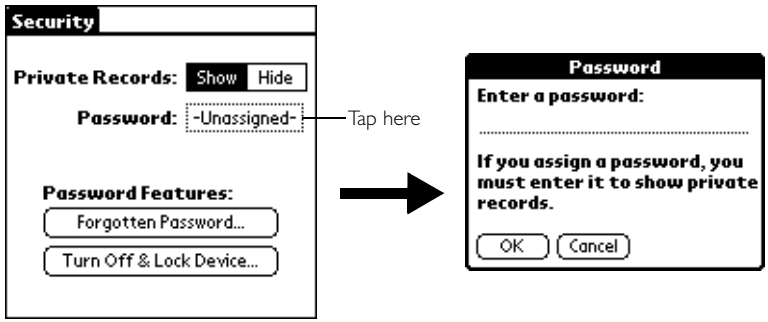
1. Tap the icon to open the Applications Launcher.
2. Tap the icon to display the Security screen.

Assigning a Password

You can assign a password to protect your private entries and to lock your SPT 1700 terminal.

To assign a password:

1. Tap the Password box in the Security screen to open the Password dialog.



2. Enter the password that you want for your SPT 1700 terminal.
3. Tap the OK button to open a confirmation dialog.

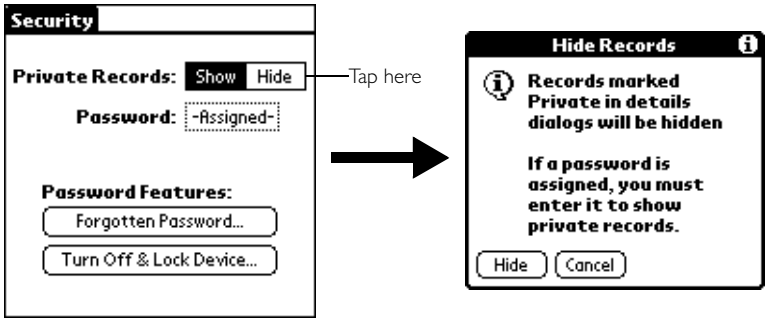
4. Enter the *same* password a second time, and tap the OK button to assign that password to your SPT 1700 terminal.

Hiding Private Entries

You can hide the entries that you mark as private. If you assign a password, you must enter it to show entries you mark as private. Note that your SPT 1700 terminal merely hides the entries; it does not delete them.

To hide Private entries:

1. Tap the Hide box in the Security screen to open the Hide Records dialog.



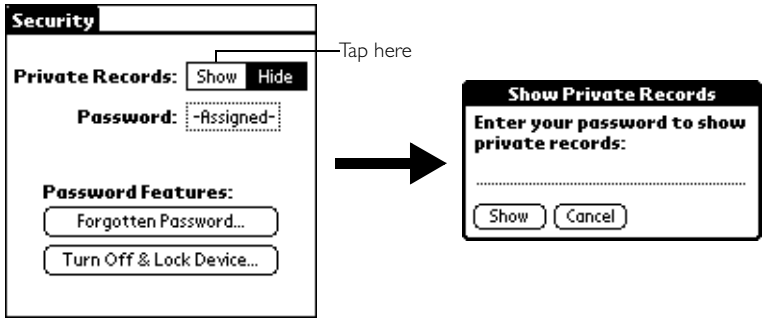
2. Tap the Hide box to hide entries you mark Private and to close the Hide Records dialog.

Showing Private Entries

After you hide Private entries, you can use the Security application to display them again.

To show Private entries:

1. Tap the Show box in the Security screen. If you did not assign a password, your Private entries should be visible. If you assigned a password, the Show Private Records dialog appears.



2. Enter your password.
3. Tap the Show box to close the Show Private Records dialog and display Private entries in your SPT 1700 terminal applications.

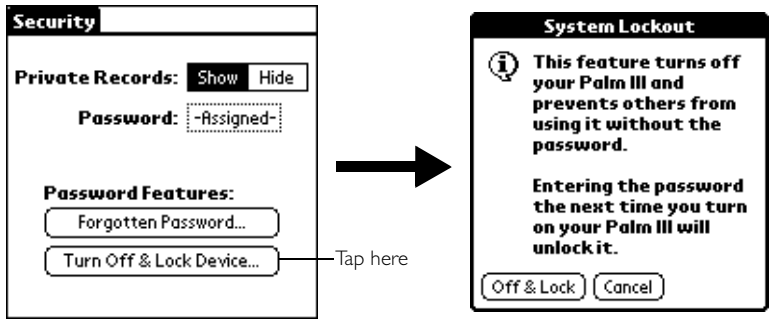
Locking Your SPT 1700 Terminal

You can also lock your SPT 1700 terminal, so that you need to enter your password to operate it.

Important: If you lock your SPT 1700 terminal as described in the following procedure, you need to enter the exact password to re-activate your SPT 1700 terminal. If you forget the password, use the reset button to resume using your SPT 1700 terminal. Using the reset button deletes all the entries in your SPT 1700 terminal; however, you can restore all synchronized data at the next HotSync® operation. For information about how to use the reset button, see *Resetting Your SPT 1700 Terminal* on page 18-5.

To lock your SPT 1700 terminal with a password:

1. Use the HotSync application to synchronize the data between your SPT 1700 terminal and your computer. See Chapter 9, *Applications: HotSync®* for information about how to use the HotSync application.
2. Assign a password as described in *Assigning a Password* on page 13-3.
3. Tap the Turn Off & Lock Device button in the Security screen to open the System Lockout dialog.


Security
Private Records: Show Hide
Password: -Assigned-
Password Features:
Forgotten Password...
Turn Off & Lock Device...
Tap here
System Lockout
This feature turns off your Palm III and prevents others from using it without the password.
Entering the password the next time you turn on your Palm III will unlock it.
Off & Lock
Cancel

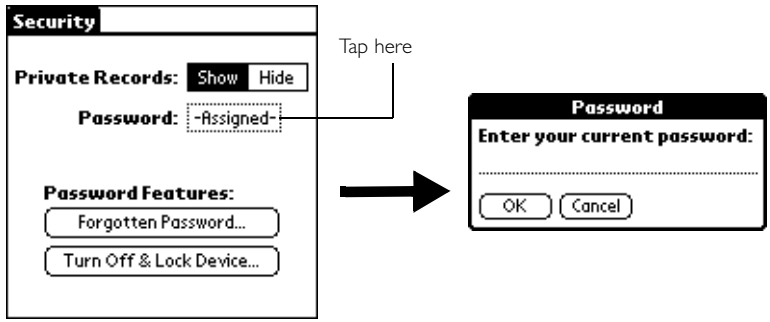
4. Tap the Off & Lock button to turn off the power for your SPT 1700 terminal.
5. Start your SPT 1700 terminal and enter the password.

Changing or Deleting a Password

Once you define a password for your SPT 1700 terminal, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. Tap the Assigned box in the Security screen to open the Password dialog.



2. Enter the current password.
3. Tap the OK button to open a dialog that prompts you for a new password.



4. To change the password, enter the new password and tap the OK button. To delete the password, tap the Delete button.

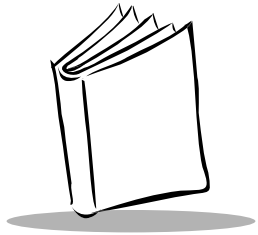
Recovering from a Forgotten Password

If you forget your password, you can delete the password from your SPT 1700 terminal. Deleting a forgotten password also deletes all entries and files marked as Private.

Important: If you synchronize with your computer before deleting a forgotten password, your SPT 1700 terminal restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. Tap the Forgotten Password button in the Security screen to open the Delete Password dialog.
2. Tap the Yes button to delete the password, as well as all records and entries marked "Private."



Chapter 14
Applications: To Do List

Chapter Contents

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- Options Menu. 14-10

Introduction

The To Do List is a convenient place to create reminders and prioritize the things that you have to do.

With the To Do List, you can:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do items.
- Assign a category for any, or all of your To Do items. You can then view your To Do List based on category (Business, Personal, etc.).
- Sort your To Do items either by due date, priority level or category.
- Attach notes to individual To Do items for a description or clarification of the task.

Opening the To Do List

Press the To Do List button on the front panel of the SPT 1700 terminal to display the To Do List screen.

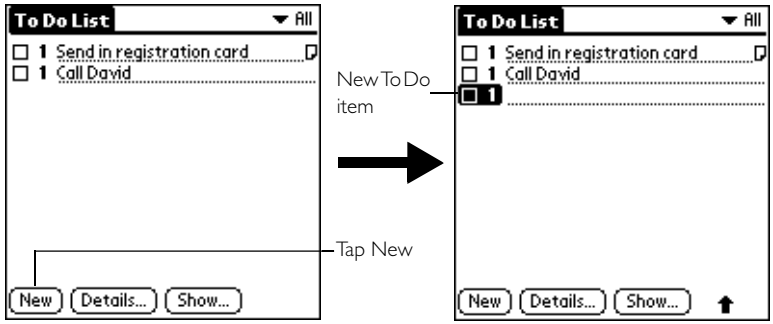


Working With To Do Items

A To Do item is a reminder of some task that you have to complete. Your SPT 1700 terminal gives you control over the appearance, level of detail and the sort order of To Do items.

To create a To Do item:

1. Tap the New button in the To Do List screen to add an item to the list.



2. Enter the text you want to appear in the To Do item. The text can be longer than one line.
3. Tap anywhere on the screen to de-select the To Do item.

Note: *If no To Do item is currently selected, writing in the Graffiti® writing area automatically creates a new To Do item.*

Setting Priority

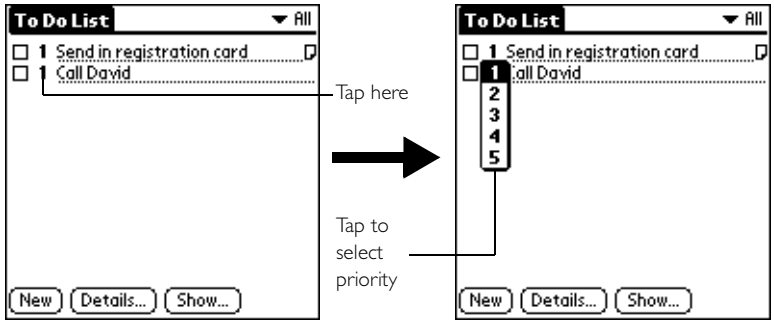
Priority settings for To Do items enable you to arrange the tasks in your To Do List according to relative levels of importance. The default setting for the To Do List is to arrange To Do items by priority and due date, with priority 1 items at the top. If you have a number of To Do items in your list, changing an item's priority setting may move its position in the list.

Note: *When you create a new To Do item, its Priority is automatically set to level "1," the highest (most important) level. However, if you select a To Do item first, the new item appears beneath the selected item with the same priority as the selected item.*

Using the Priority feature is optional.

To set a Priority level for a To Do item:

1. Tap the Priority number on the left side of the To Do item to open the Priority pick list.



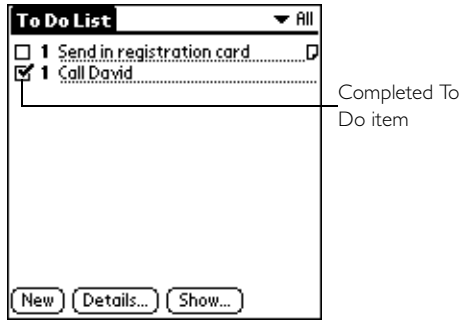
2. Tap the Priority number that you want to set for the To Do item (1 is most important and 5 is least important).

Note: *You can also change the Priority setting for a To Do item with the To Do Details dialog described later in this chapter.*

Checking Off a To Do Item

The To Do List makes it easy to mark tasks as you complete them. You can set the To Do List to record the date that you complete the To Do item and you can choose to show or hide complete To Do items. See *To Do Show Options* on page 14-7.

To check off a To Do item, tap the check box on the left side of the To Do item.



To Do Item Details

The To Do Item Details dialog enables you to change individual To Do item settings.

To activate the To Do Item Details dialog:

1. Tap anywhere on the text of a To Do item in the To Do List screen.
2. Tap the Details button to open the To Do Item Details dialog.



The following sections describe the features and settings that are available in the To Do Item Details dialog.

Choosing a To Do Category

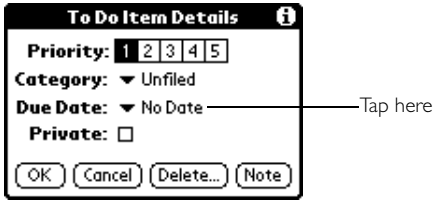
Categories can help you file individual To Do items into groups for easy review. You can assign and edit categories using the Categories pick list in the Details dialog (see *Using Categories* on page 3-23 for a complete description of categories).

Setting a Due Date

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due date.

To set a Due Date for a To Do List Item:

1. Tap the "No Date" text in the Details dialog to open the Due Date pick list.



2. Tap the Due Date that you want to assign the To Do item. The following choices are available:

Today	Assigns the current date.
Tomorrow	Assigns tomorrow's date.

One week later	Assigns the date exactly one week from the current date.
No Date	Removes the due date from the To Do item.
Choose date	Opens the Due Date dialog where you can chose any due date that you want for the To Do item.

3. Tap the OK button to confirm your selection and close the To Do Details dialog.

Note: *If you turn on the Show Due Dates option in the To Do Show options dialog, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.*

Deleting a To Do Item

There are three ways to delete a To Do item: simply delete the text of the To Do item, use the Menu Command (as described in *Record Menu* on page 14-9), or use the To Do Details dialog.

To delete a To Do item with the To Do Details dialog:

1. Tap anywhere in the text area of the To Do item that you want to delete.
2. Tap the Details button to open the To Do Item Details dialog.
3. Tap the Delete button to open the Delete To Do alert dialog.
4. Tap the OK button to confirm that you want to delete the To Do item.

To Do Show Options

The Show Options dialog enables you to control the appearance of the To Do List application.

To change the Show Options settings:

1. Tap the Show button in the To Do List screen to open the To Do Preferences dialog.



2. Select any of the following settings:

Sort by	Enables you to sort the To Do items in one of the following ways: ♦ Priority, Due Date ♦ Due Date, Priority ♦ Category, Priority ♦ Category, Due Date
Show Completed Items	Displays your complete To Do items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.
Show Only Due Items	Shows only the To Do items that are currently due, past due or have no due date specified in the To Do List. When this setting is active, To Do items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the completion date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
Show Due Dates	Displays the due dates associated with To Do items in the To Do List screen, and displays an exclamation mark next to incomplete To Do items after the due date passes.
Show Priorities	Shows the priority numbers for the To Do items in the To Do List screen.
Show Categories	Shows the category for each To Do item on the far right of the To Do List screen.

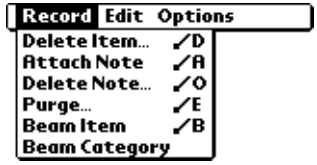
3. Tap the OK button to confirm your selections and close the dialog.

To Do List Menu Commands

The To Do List includes menu commands to perform common file and editing tasks. See *Using Menus* on page 3-18 for information about menu commands that are common to all SPT 1700 terminal applications.

Record Menu

When you select the Record menu, its commands appear on screen.



Delete Item — Opens an alert dialog, prompting you to confirm that you want to delete the current To Do item. You must select a To Do item before you can delete it. Tap the OK button to delete the To Do item from your SPT 1700 terminal, or tap the Cancel button to close the alert dialog and keep the To Do item.

Note: By default your SPT 1700 terminal removes the item from the To Do list, but retains a copy of the item and transfers it to an archive file on your computer the next time you perform a HotSync® operation. To remove the event completely, clear the Save archive copy on PC check box.

Attach Note — Opens the To Do Note dialog where you can create a note for the current To Do item.

Delete Note — Opens an alert dialog, prompting you to confirm that you really want to delete the note attached to the To Do item. You must select a To Do item before you can delete its note. Tap the Yes button to delete the Note from the memory of your SPT 1700 terminal, or tap the No button to close the alert dialog and return to the To Do List.

Purge — Deletes To Do items that you mark (check) as complete. All complete To Do List items remain in the To Do List until you use this command. The default setting is "Save archive copy on PC." This removes complete To Do items from the To Do List, but retains copies and transfers them to an archive file on your computer the next time you perform a HotSync operation.

Beam Item — Beams the current To Do item to another SPT 1700 terminal through the IR port.

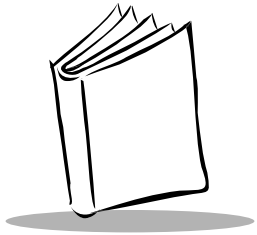
Beam Category	Beams all To Do Items in the current category to another SPT 1700 terminal through the IR port.

Options Menu

When you select the Options menu, its commands appears on screen.



Font	Displays the Select Font dialog where you can choose a different font (text) style for your Address Book entries. See *Choosing Fonts* on page 3-21 for details.
Phone Lookup	Activates the Phone Lookup feature, which is described in *Using Phone Lookup* on page 4-4.
About To Do List	Shows version (revision) information for the To Do List application.



Chapter 15
Applications: Laser Scanner

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SScan Application 15-3
Demo Scan Application 15-3
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Introduction

The SPT 1700 has an integrated scanner which allows you to collect data by scanning bar codes, provided you have a scanning application loaded on your terminal. The laser is emitted from the top of the unit.

Scanning with the SPT 1700

Included on the Symbol Palm Terminal Utility CD are two demonstration programs: SScan and Demo Scan. These programs are designed to assist the applications developer in writing an application for the scanner. Source code for these programs is located in the Samples subdirectory of the Scanner SDK directory, and the prc files are located in the prc subdirectory of the Scanner SDK directory. If your terminal does not contain these demonstration programs, contact your distributor.

To add SScan.prc or ScanDemo.prc to the SPT 1700, use the SPT Install Tool to designate the files to be added to the SPT 1700 during the next HotSync.

SScan Application

The SScan application is a basic scanning application. To scan bar codes with the SPT 1700 using SScan:

1. Select the SScan application icon from your main application screen.
2. Aim the terminal at the bar code.
3. Tap on the Scan button on the screen, or use the left or right trigger to activate the scan beam.

The scan LED lights and the laser beam is emitted from the top of the terminal. Make sure the beam covers the entire bar code. A successful decode is indicated by a green LED and a beep. The bar code data is displayed on the screen. In the Bar Type field, the type of symbology (e.g., Code 39) is displayed. In the Bar Data field, the actual collected bar code data appears.

Demo Scan Application

The Demo Scan application allows you to customize your scanner's features and scan bar codes. To open the Demo Scan application, select the Demo Scan icon from the main application screen. Three beeps sound to indicate the scanner demo is initializing.The Symbol Scanner Demo screen appears. The following is an explanation of this screen and the available menu options.

The List of Available Symbologies

Allows you to select the symbologies to be recognized by the scanner by tapping on the box next to the name of the desired symbology. When selected, the box has a check mark.

Scan Enable

When this option is clicked, and the trigger is pressed, the laser scanner beam activates. The beam remains on for approximately 3 seconds. Alternatively, tap on the Scan button on the bottom of the screen. This also activates the laser scanner for approximately 3 seconds.

LED

When this box is checked, the green LED lights. This serves as a test of the LED. To stop the LED test, tap the LED box again.

Trigger Mode

This is a pull-down menu. The options are as follows:

- Level: only the SPT 1700 scan trigger initiates the scan; the laser is turned off when the trigger is released or the decode was successful.
- Pulse: only the SPT 1700 scan trigger initiates the scan; the laser is turned off when laser_on_time is reached or when the decode was successful.
- Host (default): The SPT 1700 scan trigger or the application's ScanCmdStartDecode command initiates the scan; the laser is turned off when the trigger is released, or when laser_on_time is reached, the ScanCmdStopDecode command is called, or the decode was successful.

Bar Type

Once a bar code is decoded, displays the type of the decoded bar codes (i.e., Code 39, Code 128, Code 93, etc.)

Bar Data

Once a bar code is decoded, displays the decoded data.

Demo Scan Menu Options

To customize some of these features, select your Menu icon to display the menu bar available for this application. The following are the menu options:

Setup

This menu option allows you to customize the Hardware and Code Format setup.

Hardware Setup:

- Beep on Good Decode: determines whether or not the terminal beeps to indicate a successful decode.
- Redundancy: determines whether or not the scanner uses redundancy.
- Linear Security: defines the linear security level to be used by the scanner; level 1, 2, 3, or 4.
- Scan Angle: defines the scan angle to be used by the scanner; wide angle or narrow angle.
- Decode LED On Time: defines the length of time the decode LED remains on when a symbol is decoded.
- Laser On Time: defines the length of time the laser beam remains on when the trigger is pressed.
- Aim Duration: defines the length of time the laser pointer beam remains on when the trigger is pressed or the scan button is tapped.

Code Format Setup:

- Code ID Char: defines the CodeID Character. The options are None, AIM and Symbol.
- Tx Format: defines the data transmission format.
- Prefix/Suffix: defines the Prefix and Suffix values.

Beep

This menu option allows you to customize the Frequency, Duration and Pattern of the scanner's beep.

Options

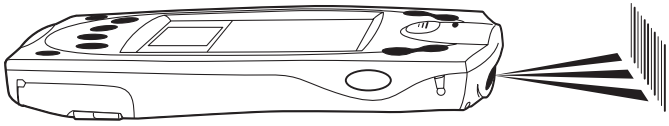
This menu option allows you to reset Defaults, change the data display preferences, and view the About Scan Demo screen.

Scanning 1-D Bar Codes using Demo Scan

To scan 1-D bar codes:

1. Select the Demo Scan application icon from your main application screen.
2. If desired, customize your scanner's features by selecting from the various options as described in the previous section.

3. Aim the scanner at the bar code.
4. Press either the right, left or center scan trigger or tap the Scan Button. Make sure the red scan beam covers the entire bar code. The green scan LED lights and a beep sounds to indicate a successful decode.



Receiving Demonstration Program

The Receiving Demonstration Program is a basic receiving application, which demonstrates the terminal's scanning and signature capture capabilities. To use the Receiving Demonstration Program:

1. Select the Receiving Demo Program icon from your main application screen. The Receiving Demo Screen appears:



This screen has the following fields:

Item Code: Once an item code is scanned, this field contains the data for that item code. A one or two-dimensional bar code can be scanned to fill this field.

Quantity: This is a pull-down menu. Use your pen to select the appropriate quantity.

Location: Once the location bar code is scanned, this field contains the location data. Alternately, use Graffiti to enter the location data in this field. Only a one-dimensional bar code can be used to fill this field.

Please sign here: In this field, you may sign your name using the pen.

1. To submit the collected data, tap the Submit option. The fields clear and you may continue collecting data.

Scanning Problems

If the bar code is not being decoded, check the following:

1. Make sure the bar code label is not defaced.
2. Make sure the bar code is of a symbology which can be read by the scanner.
3. Check that the scanner window is not dirty. If it is, gently clean it using a tissue or other non-abrasive material. Do not spray any cleaner directly on the scanner window.
4. Try another bar code. It is possible that your bar code is bad.
5. Check your application code.
6. Make sure the parameters are set correctly for the bar code being scanned; i.e., lengths, symbology, etc.

If you do not hear a beep after a good decode, check that the system sound option is set in the general preferences screen, and that beep on good decode is set (checked) in Hardware Set up in the Scan Demo application.

If you have checked all of these things and are still experiencing problems decoding your bar codes, please contact Symbol Technologies Technical Support Center. See page xvi for contact information.

Battery Implications While Using the Laser Scanner

If your battery becomes low while the scanning application is active, the scanning application deactivates and you receive the message, “Battery Low Error”. The rest of the desktop applications continue to work until you receive further low battery warnings. You should perform a HotSync at this point to avoid data loss. If you attempt to scan when your battery is low, you receive the message, “Your battery level is too low for scanning”. Recharge the battery and attempt scanning again.

Scanning 2-Dimensional Bar Codes

Some models of the SPT 1700 perform 2-Dimensional bar code scanning. To scan a 2-dimensional PDF417 bar code:

1. Aim the scanner at the PDF bar code and press the trigger.
2. Hold the trigger down and keep the scan line parallel to the **rows** of the symbol.
3. Manually raster the scan line by slowly moving the scanner up and down so it scans the entire bar code at a rate of one inch per second.

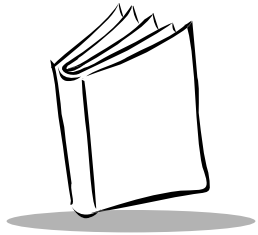
When PDF Decode Feedback is enabled, a clicking noise lets you know the bar code is being decoded. If this parameter is enabled but there's no clicking noise when you're scanning the bar code, it's not being scanned properly.

To improve PDF decoding:

- Check that PDF417 scanning is enabled.
- Make sure the scan line extends at least 1/2" past the left and right edges of the bar code.
- Hold the scanner closer for denser symbols, farther away for larger symbols.
- Make sure you scan the top and bottom rows of the symbol.
- Be patient - it may take a few swipes to decode the symbol.

The bar code has been completely decoded when you hear a tone, followed by a short, high tone beep. The green LED stays lit for two seconds or until the next trigger pull.





Chapter 16
Installing and Removing Applications

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Installing Games 16-6
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Removing the Symbol Palm Terminal Desktop Software 16-7

Introduction

This chapter explains how to install and remove applications on your SPT 1700 terminal and how to remove the Symbol Palm Terminal Desktop software from your computer.

Installing Applications

Your SPT 1700 terminal comes with the Date Book, Address Book, To Do List, Memo Pad, Expense, Calculator and Mail applications installed and ready to use.

You can also install additional applications on your SPT 1700 terminal. The SPT Install Tool makes it quick and easy to install software on your SPT 1700 terminal during a HotSync® operation.

Note: *Any game or application that you install on your SPT 1700 terminal resides in RAM memory. A hard reset on the SPT 1700 terminal automatically deletes these applications; you can also delete them manually.*

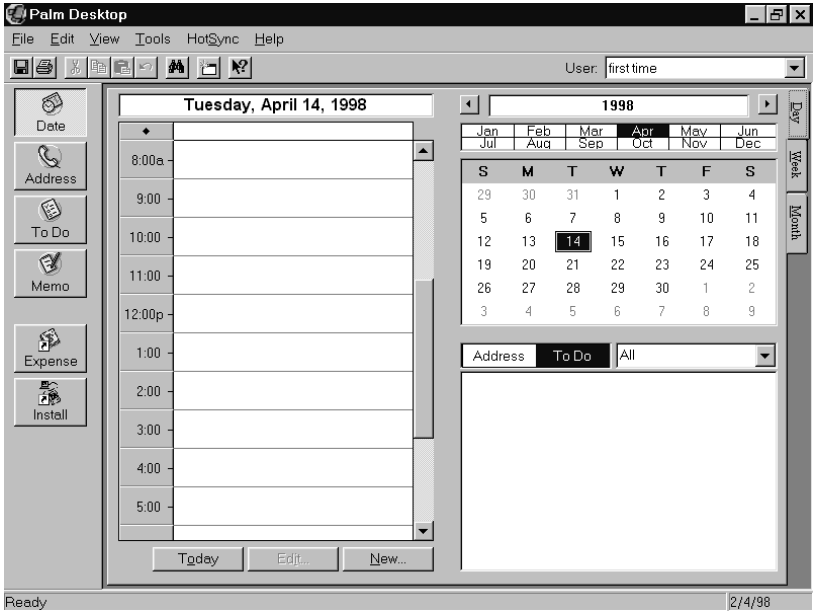
To install software on your SPT 1700 terminal:

1. Copy the application you want to install into the Add-on subfolder in your SPT folder on your computer.

Note: *If you prefer to copy the application into another folder, navigate to that folder before you complete step 5.*

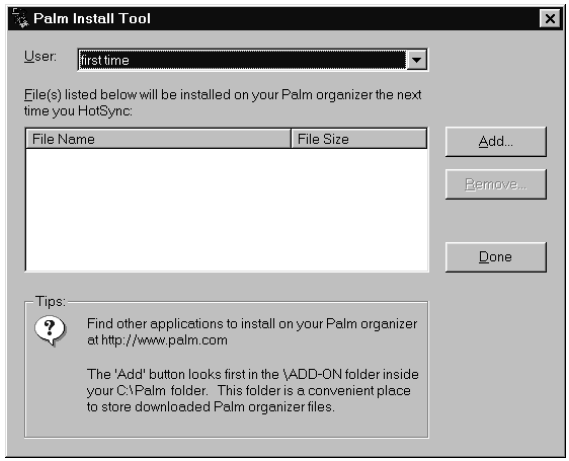
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2. Double-click the Symbol Palm Terminal Desktop icon on your Windows desktop (or select Symbol Palm Terminal Desktop from the Start menu) to open the Symbol Palm Terminal Desktop software.

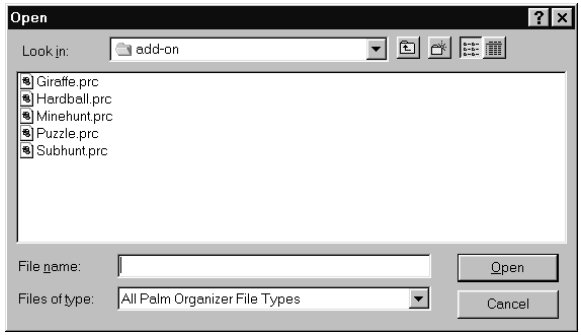


3. Click the Install button to open the SPT Install Tool dialog.

   Tip: You can also access the Install Tool dialog by selecting Install Tool from the Symbol Palm Terminal Desktop program group or by double-clicking any file with a prc file extension.


Palm Install Tool
User:
first time
File(s) listed below will be installed on your Palm organizer the next time you HotSync:
File Name
File Size
Add...
Remove...
Done
Tips:
Find other applications to install on your Palm organizer at http://www.palm.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\Palm folder. This folder is a convenient place to store downloaded Palm organizer files.

4. Select the user name that corresponds to your SPT 1700 terminal in the User drop-down list.
5. Click the Add button to open the Open dialog.



6. Click the application(s) that you want to install on your SPT 1700 terminal.
7. Click the Open button to return to the Install Tool dialog.

Note: *Review the list of applications you selected in the Install Tool dialog. If you do not want to install an application, click it, then click the Remove button. (This does not remove the application from your computer, it simply removes it from the list of applications to install.)*

---

8. Perform a local HotSync® operation to install the application(s) you selected in step 6. See *Conducting a Local HotSync Operation* on page 9-6 for details.

Installing Games

The CD-ROM that comes with your SPT 1700 terminal includes several games that you can install with the SPT Install Tool. These games include:

- HardBall
- Puzzle
- Giraffe
- MineHunt
- SubHunt.

Note: *Giraffe is a fun, easy way for you to practice writing Graffiti®.*

After you install and start a game, the instructions appear in the Game menu. Depending on the game, the Game menu may also contain commands to show high scores, to start a new game or to set Preferences for the game.

Removing Applications

If you run out of memory or decide that you no longer need an application you installed, you can remove applications from your SPT 1700 terminal. You can remove only add-on applications, patches and extensions that you install; you cannot remove the applications that reside in the ROM portion of your SPT 1700 terminal.

To remove an add-on application:

1. Tap the  icon on the SPT 1700 terminal screen to open the Applications Launcher.
2. Tap the  icon on the SPT 1700 terminal screen to open the Applications Launcher menus.
3. Tap Delete from the App menu to open the Delete dialog.



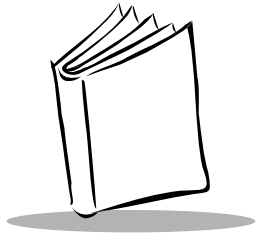
4. Tap the application that you want to remove.
5. Tap the Delete button to display a confirmation message.
6. Tap the Yes button to indicate that you want to remove the application from your SPT 1700 terminal.
7. Tap the Done button to close the Delete dialog and return to the Applications Launcher.

Removing the Symbol Palm Terminal Desktop Software

If you no longer want to use the Symbol Palm Terminal Desktop software, you can remove it from your computer.

To remove the Symbol Palm Terminal Desktop software:

1. Select Settings, then Control Panel from the Start menu to open the Windows Control Panel.
2. Double-click the Add/Remove Programs icon.
3. On the Install/Uninstall tab, select Symbol Palm Terminal Desktop from the list.
4. Click the Add/Remove button.
5. Click Yes to confirm that you want to remove the application.



Chapter 17
Getting Help With Your SPT 1700 Terminal

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Introduction

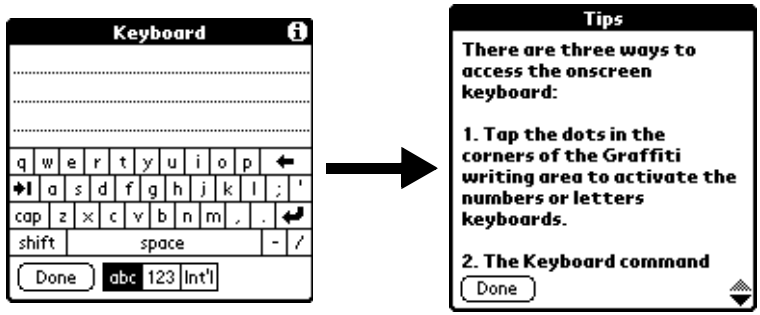
There are several ways to get help with your SPT 1700 terminal. You can display online tips on your SPT 1700 terminal and you can review the troubleshooting section in this chapter and on your Symbol Palm Terminal Desktop Software CD. If you need additional assistance, there are several ways to contact Symbol Technical Support. This chapter provides details on each of these methods.

Displaying Online Tips

Many of the dialogs that appear on your SPT 1700 terminal contain an online tips icon in the upper-right corner. Online tips contain a summary of what is required by the dialog, shortcuts for using the dialog or other useful information. Online tips always relate to the function that you are currently performing with your SPT 1700 terminal.

To use the online tips:

1. Tap the ⓘ icon in the upper-right corner of a dialog to open the Tips dialog.


Keyboard
q w e r t y u i o p
a s d f g h j k l ; '
cap z x c v b n m , . ↵
shift space - /
Done abc 123 Int'l
Tips
There are three ways to access the onscreen keyboard:
1. Tap the dots in the corners of the Graffiti writing area to activate the numbers or letters keyboards.
2. The Keyboard command
Done

2. After you review the Tips dialog, tap the Done button.

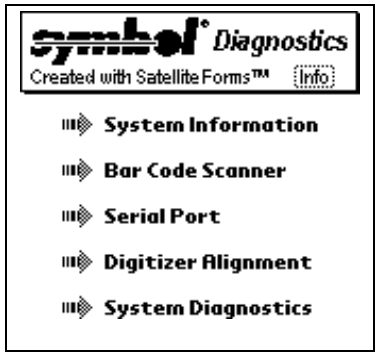
SPT 1700 Diagnostics Utility

The SPT 1700 Diagnostics Utility is used to ensure that your SPT 1700 Terminal is operating properly. It can also assist you in troubleshooting problems you may encounter. The Diagnostics Utility tests the various features of the terminal, and reports whether or not they are operating properly.

To run the Diagnostics Utility, run the **Diag** Application, which appears on your Terminal's Main Application screen. The Main Diagnostics screen has five options:

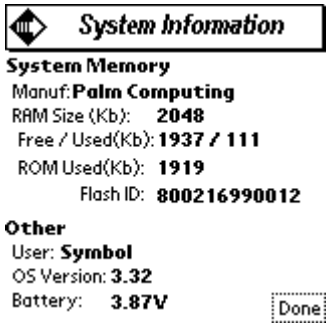
- System Information
- Bar Code Scanner
- Serial Port
- Digitizer Alignment
- System Diagnostics.

Tapping any of these options displays screens of related information.



System Information Test

The **System Information** option describes the system attributes of the terminal. Tapping this option displays the System Information screen, illustrated on the following page.

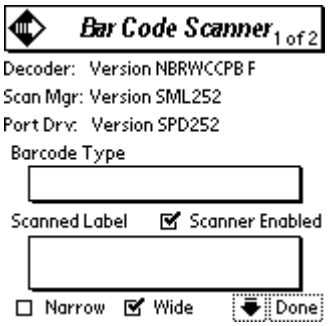


The attributes described on this screen are:

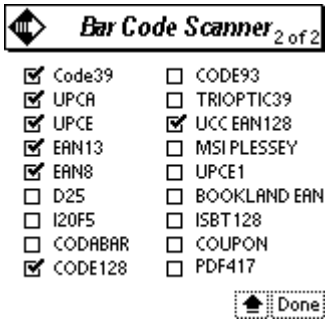
Manufacturer:	The manufacturer of the terminal.
RAM Size:	The amount of Random Access Memory.
RAM Free/Used:	The amount of free and used Random Access Memory.
ROM Used:	The amount of free and used Read-Only Memory.
Flash ID:	The serial number assigned to the unit.
User:	The username of the terminal.
OS Version:	The version of the Palm OS running on the terminal.
Battery:	The voltage level of the batteries.

Bar Code Scanner Test

The **Bar Code Scanner** option tests the integrated scanner. Selecting the Bar Code Scanner option brings up the Bar Code Scanner Diagnostics Screen, page 1.

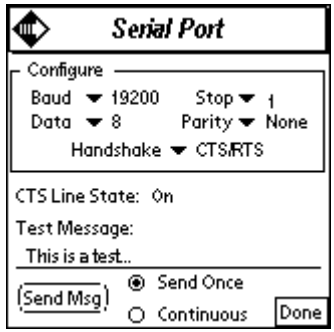


To test the scanner, select the **Scanner Enabled** checkbox and the **Scan** checkbox.To ensure that a specific type of bar code can be read, move to the next page by pressing the down button on the terminal, or by tapping on the arrow in the lower left corner of the screen with the stylus. On Page 2 of the Bar Code Scanner Diagnostics, select the bar code types you would like to read.



Serial Port Test

The **Serial Port** option tests the terminal's serial port by sending a test message.



To run the serial port test:

1. Place your terminal in a cradle attached to a computer.
2. Determine which communications port is used by HotSync.
   To do this, right-click on the HotSync icon in your computer's icon tray in the lower left corner of the screen, and choose **Setup**. Select the **Local** tab and look at the setting specified by Serial Port. You will need this information in subsequent steps. Click **OK** to close the window.
3. Shut down HotSync manager on the computer. Right-click on the HotSync icon again. This time, select **Exit**.
4. On your computer, run **HyperTerminal**, which appears in the Accessories directory in the Windows Programs menu.
5. Start a new connection in HyperTerminal.
6. Set the HyperTerminal session to connect directly, and specify the communications port determined in Step 2.
7. Adjust the communications parameters in HyperTerminal and on the terminal so they are compatible (e.g., 57,600, 8 data bits, 1 stop bits, no parity).
8. On the terminal, click the **Send Msg** button to send a test message string from the terminal to HyperTerminal on the computer. You may edit the message. You may also select the **Continuous** check box to send the test message multiple times.
9. When the serial port is functioning properly, the messages sent from the terminal are displayed in HyperTerminal.

Digitizer Alignment Test

The **Digitizer Alignment** option tests the tracking of the stylus on the screen. To run this test, tap the stylus in various places on the screen and crosshairs appear under the stylus. You may also move the stylus continuously across the screen and the crosshairs track the movement of the stylus.

System Diagnostics Test

The **System Diagnostics** option is an interactive test of all the terminal's system features. This test prompts you to perform different actions and listen for different sounds. The output of the system diagnostics is a log file. To start system diagnostics, tap the **Start** button. You are prompted to begin. Selecting **OK** starts the test.

The test prompts you to press the different buttons on the terminal. Pressing the specified button results in a series of short high-pitched sounds, denoting proper functioning. Pressing an incorrect button or having the system timeout results in a low tone, denoting failure.

The test then produces a series of four tones to test the speakers and prompts you, asking whether or not you heard all the tones. If you hear all four tones, answer Yes. If you don't hear all the tones, answer No.

The test also prompts you to scan a bar code with the scanner. Press the **OK** button and then scan an item.

System Diagnostics also performs some tests which are not interactive. It reads the system information, tests the serial port, tests the memory, and tests the timer.

A series of tones denotes the conclusion of the test.

At this point, view the log file by tapping on **View Log**. This brings up the multi-page test results log. You can scroll through the log, one page at a time, by tapping on the arrow buttons in the lower left-hand corner of the screen. Alternately, use the scroll bar on the right-hand side of the screen.

Troubleshooting

If you encounter a problem with your SPT 1700 terminal, look in this section for the description that most closely matches the symptoms you observe and try the suggestions listed.

Important: For troubleshooting tips not included in this handbook, refer to either the README.TXT file or the Help Notes file located in the Symbol Palm

Terminal Desktop directory. These files are also on the installation CD-ROM.

Installation Troubleshooting

Do not place your SPT 1700 terminal in the cradle while installing the Symbol Palm Terminal Desktop software, or the installation program may incorrectly detect that a modem is attached to one of your available serial ports.

HotSync® Troubleshooting

A Local HotSync operation does not complete successfully:

- Make sure HotSync Manager is running. If HotSync Manager is running, exit and restart it.
- Make sure you selected Local from the HotSync Manager menu or the Symbol Palm Terminal Desktop menu.
- Check the cable connection between the SPT 1700 terminal or cradle and the serial port on your computer.
- Make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the SPT 1700 terminal cradle.
- Try a lower baud rate setting on the Local tab in the Setup dialog.
- Make sure you are not running another program — such as America On-line, CompuServe or WinFax — that uses the serial port you selected in the Setup dialog box.
- Read the HotSync Log for the user account for which you are performing a HotSync operation.

A Modem HotSync operation does not complete successfully:

Check the following on your computer:

- Make sure your computer is turned on, and that it does not shut down automatically as part of an energy-saving feature.
- Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.
- Confirm that your modem doesn't have an auto-off feature enabled.
- Make sure the modem is connected properly to a serial port on your computer and is connected to the incoming phone line.

- Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.
- Confirm that the Speed setting in the Setup dialog box is appropriate for your modem.
- If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.
- Make sure you selected Modem from the HotSync Manager menu.
- Make sure you are not running another program — such as America Online, CompuServe or WinFax — that uses the serial port you selected in the Setup dialog box.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

Check the following on your SPT 1700 terminal:

- Make sure you are using the Palm modem cable to connect to your modem.

Important: Do not attempt to use other cables to connect a SPT 1700 terminal to a modem.

- Check the modem cable connection between your SPT 1700 terminal and your modem.
- Confirm that your modem is turned on.
- Make sure the modem you are using with your SPT 1700 terminal has an on-off switch. Your SPT 1700 terminal cannot “wake up” a modem that has an auto-off feature.
- Make sure the dialing instruction dials the correct phone number.
- If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your SPT 1700 terminal and entered the correct code.
- If the telephone line you are using has call waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your SPT 1700 terminal and entered the correct code.
- Make sure the telephone line you are using is not noisy, which can interrupt communications.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

Cradle Troubleshooting

Serial Cradle

LEDs do not light when the cradle is plugged in:

- Cradle is not receiving power. Make sure the power supply is securely connected and receiving power.

LED does not light when the terminal is inserted:

- Terminal is not seated firmly in the cradle. Replace the terminal in the cradle.

Attempt by the cradle to HotSync the terminal failed:

- Terminal was removed from the cradle while the LED was blinking green. Replace the terminal in the cradle. This allows the cradle to attempt another HotSync.
- Terminal's battery is dead. Recharge the battery.
- Active Error dialog box on terminal. Error dialog box must be cleared in the terminal. Tap "OK" on the terminal's touchscreen.

Ethernet Cradle

The unit locks up with all LEDs flashing red:

- The unit could not configure itself, or it lost its lease on one of its ID addresses.
- Hook the unit up to an Ethernet network with a correctly functioning DHCP server and 6 available IP addresses.

General Troubleshooting

SPT 1700 terminal does not turn on:

- Adjust the contrast control.
- Make sure the battery is charged and installed properly.
- Recharge the battery. If your SPT 1700 terminal still does not operate, try a soft reset; see *Resetting Your SPT 1700 Terminal* on page 18-5.

Low battery warning after recharging the batteries:

- The battery warning message may appear immediately after recharging the battery. In addition, if you check the battery gauge in the Applications Launcher *immediately* after recharging the battery, the gauge may start at "empty" and slowly rise to "full." This is normal. It takes a few minutes for the battery gauge to accurately show the condition of the battery.

No sound:

- Check the System Sound option in the General Preferences screen. If the option is set to off, there will be no sound. See *General Preferences* on page 12-9 for more information.

No sound upon good decode:

- Check that the system Sound option is set in the General Preferences screen and that Beep on Good Decode is set (checked) in Hardware Setup in the Scan Demo Application.

SPT 1700 terminal turns itself off:

- Your SPT 1700 terminal is designed to turn itself off after a period of inactivity. This period can be set at one minute, two minutes or three minutes. Check the "Auto-off after" setting in the General Preferences screen, and change the setting if you need a longer delay before the automatic shutoff feature activates. See *General Preferences* on page 12-9 for more information.

SPT 1700 terminal doesn't recognize my handwriting:

- For your SPT 1700 terminal to recognize handwriting input with the stylus, you need to use the Graffiti® character strokes. See *Writing With the Stylus* on page 3-7 for information about how to write Graffiti character strokes.
- Make the Graffiti character strokes in the Graffiti writing area — not on the display part of the screen.
- Make sure you are writing the strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area.
- Make sure that Graffiti is not shifted into extended or punctuation modes. See *Writing With the Stylus* on page 3-7 for information about shifting into and out of punctuation modes.

Tapping the screen buttons or icons does not activate the corresponding feature:

- Recalibrate the digitizer. Choose Digitizer from the Preferences application pick list and follow the directions on the screen.

When I tap the icon, nothing happens:

- Not all applications or screens have menus. Try changing to a different application.

A message appears stating that your SPT 1700 terminal memory is full:

- Delete unused memos and records. If necessary, you can save these records on your computer using the Save Backup Copy option that appears in the Delete dialogs.
- Purge the Date Book and To Do List applications. This deletes complete To Do items and past Date Book events from the memory of your SPT 1700 terminal. Note that you may need to perform a HotSync operation to recover the memory.
- If you have installed additional applications on your SPT 1700 terminal, remove them to recover memory.

Beamed data does not transmit:

- Confirm that the SPT 1700 terminals are 1 ft. apart or less, and that the path between the two devices is clear of obstacles.

When receiving beamed data an out of memory message appears:

- Your SPT 1700 terminal requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free.

Security Troubleshooting

I forgot the password, and my SPT 1700 terminal is not locked:

- You can use the Security application to delete the password. If you do this, your SPT 1700 terminal deletes all entries marked as Private. However, you can perform a HotSync operation *before* you delete the password: the HotSync process backs up all entries, whether or not they are marked private. In this case, the following procedure restores your private entries and lets you access them:
  1. Use the Symbol Palm Terminal Desktop software and the SPT 1700 terminal cradle to synchronize your data.

2. Tap the Forgotten Password button in the Security application to remove the password and delete all Private entries.
3. Perform a HotSync operation to synchronize your data and restore the private entries by transferring them from your computer to your SPT 1700 terminal.

I forgot the password and my SPT 1700 terminal is locked:

- If you assign a password and lock your SPT 1700 terminal, perform a hard reset to continue using your SPT 1700 terminal. See *Resetting Your SPT 1700 Terminal* on page 18-5 for details.

Applications Troubleshooting

The following troubleshooting tips are specific to the various SPT 1700 terminal applications.

Tapping the Today button doesn't display the current date:

- Your SPT 1700 terminal is not set to the current date. Make sure the Set Date box in the General Preferences screen displays the current date. See *General Preferences* on page 12-9 for more information.

Entries seem to be missing in various applications:

- Check the Categories pick list (upper-right corner of the screen). Choose All to display all of the records for the application.
- Check the Security application and make sure that the Private Records setting is set to Show private records.

Memo Pad application:

- If you cannot manually arrange the order of the memos in the List screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual.
- If you choose to view your memos alphabetically on Symbol Palm Terminal Desktop and then perform a HotSync operation, the memos on your SPT 1700 terminal still appear in the order defined in the Memo Preferences setting. In other words, the sort settings that you use with Symbol Palm Terminal Desktop *are not* transferred to your SPT 1700 terminal.

Date Book application:

- In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View for the particular day to see the overlapping events.

Technical Support, Service and Repair

If you have a problem using your SPT 1700 terminal, make sure you have reviewed the following:

- The *Troubleshooting* section earlier in this chapter
- The README file and Help Notes located in the folder where you installed the Symbol Palm Terminal Desktop software on your computer (or on your installation CD)
- The Symbol Palm Terminal Desktop software Online Help.

For further assistance, contact your regional technical support office by e-mail, phone or fax. Before requesting support, experiment a bit to reproduce and isolate the problem. When you do contact support, be ready to provide the following information:

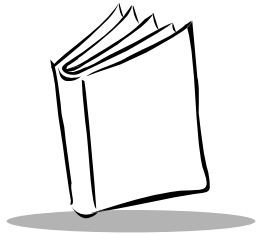
- The version of Windows you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem.

Technical Support

United States and Canada

Phone: 1-800-659-2240
Web site: http://www.symbol.com/palm

Outside North America, contact your local Symbol representative. See page xvii for the Technical Support number in your country.



Chapter 18
Maintaining Your SPT 1700 Terminal

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Introduction

This chapter provides information to help you take proper care of your SPT 1700 terminal and prolong battery life. It also discusses how to reset your SPT 1700 terminal.

Caring for Your SPT 1700 Terminal

Your SPT 1700 terminal is designed to be reliable and to provide years of trouble-free service. However, you should observe the following tips when using your SPT 1700 terminal:

- Take care not to scratch the screen of your SPT 1700. When working with your SPT 1700, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the SPT 1700 screen.
- Although your SPT 1700 is water and dust resistant, it should not be exposed to rain or moisture for an extended period of time. In general, treat your SPT 1700 as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of your SPT 1700 contains a glass element. Take care not to drop your SPT 1700 or subject it to any strong impact.
- Protect your SPT 1700 from temperature extremes. Do not leave your SPT 1700 on the dashboard of a car on a hot day, and keep it away from heaters and other heat sources.
- Do not store or use your SPT 1700 in any location that is extremely dusty, damp or wet.
- Use a soft lens cloth to clean your SPT 1700. If the surface of the SPT 1700 screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

Battery Considerations

Please note the following considerations when charging the battery in your SPT 1700 terminal:

- Under normal conditions, your SPT 1700 terminal battery should provide approximately 8 hours of use before the battery requires recharge. You can conserve battery life by minimizing the use of the backlight feature, and selecting the "Auto-off after" setting that automatically turns the SPT 1700 terminal off after a period of inactivity (see *General Preferences* on page 12-9).

Note: *When the scanner is in use, battery life is shorter, and depends on the number of scans performed per minute.*

- If the battery becomes low while using the scanner application, the scanner application de-activates, and you receive the message, "Battery low error". The other functions still work until another low battery alert occurs. When the scanner de-activates, perform a HotSync synchronization to back up your data before charging the battery to prevent data loss. If you try to scan when your battery is low, you receive the message, "Your battery is too low for scanning". When you receive this message, recharge your battery and attempt scanning again.
- Similarly, if the battery becomes low in the course of normal use, an alert appears on the terminal screen describing the low battery condition. The message you receive is, "Your batteries are low". Place the handheld in a hotsync cradle to recharge". If this alert appears, perform a HotSync® synchronization to back up your data before you charge the battery. As the battery life becomes extremely low, you receive the message, "Your batteries are extremely low. Place the handheld in a hotsync cradle to recharge.
- If you remove the battery, the built-in backup power of your SPT 1700 terminal maintains memory data **for a period of up to 2 minutes.** Whenever you remove the battery, replace it with a fully charged spare battery immediately. If you encounter any difficulties in the course of battery replacement, reinstall the original battery and wait a few minutes for the backup power to recharge.
- If the battery drains to the point where your SPT 1700 terminal does not operate, it stores your data safely for an indefinite period of time. In this case, there is enough residual energy in the battery to store the data, but not enough to turn on your SPT 1700 terminal. If your SPT 1700 terminal does not turn on when you press the red power button, charge the battery immediately.
- If you leave a drained battery in your SPT 1700 terminal for an extended period of time, you can lose all of the stored data. If this happens, replace the battery and use the reset button to reset your SPT 1700 terminal. (See *Resetting Your SPT 1700 Terminal* on page 18-5.) After you reset your SPT 1700 terminal, perform a HotSync operation to restore the data from your computer.
- If your battery becomes low while the terminal is still associated with a Spectrum24 access point, the terminal disconnects from the network. Recharge the battery using the cradle or the synchronization/charging cable, then reassociate with the network.

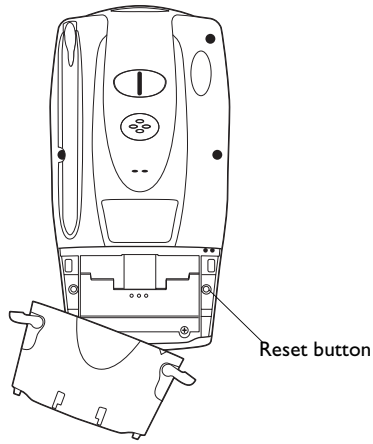
Resetting Your SPT 1700 Terminal

Under normal circumstances, you will never have to use the reset button. However, on rare occasions your SPT 1700 terminal may "hang" (no longer respond to buttons or the screen). In this case, perform a reset to get your SPT 1700 terminal running again.

Performing a Soft Reset

A soft reset tells your SPT 1700 terminal to stop what it's doing and start over again. All records and entries stored in your SPT 1700 terminal are retained with a soft reset. After a soft reset, the Palm Computing Platform Logo screen appears followed by the General Preferences screen.

To perform a soft reset, remove the battery cover and use your stylus to gently press the reset button, which is located under the battery cover.



Performing a Hard Reset

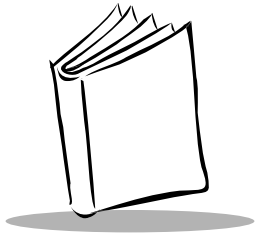
A hard reset tells your SPT 1700 terminal to start over again and erase all records and entries stored in your SPT 1700 terminal. *Therefore, never perform a hard reset unless a soft reset does not solve your problem.*

Note: *You can restore any data previously synchronized with your computer during the next HotSync operation.*

To perform a hard reset:

1. Open and remove the battery cover.
2. Hold down the power button on the front of the SPT 1700 terminal.
3. While holding down the power button, use the tip of the stylus to gently press the reset button on the back of the terminal.
4. Release the reset button.
5. Release the power button.
6. When a message appears on the SPT 1700 terminal screen warning that you are about to erase all the data stored on your SPT 1700 terminal, do one of the following:
   - Press the upper half of either of the scroll buttons on the front panel of the SPT 1700 terminal to complete the hard reset and display the Digitizer screen.
   - Press any other button to perform a soft reset.

Note: *With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.*

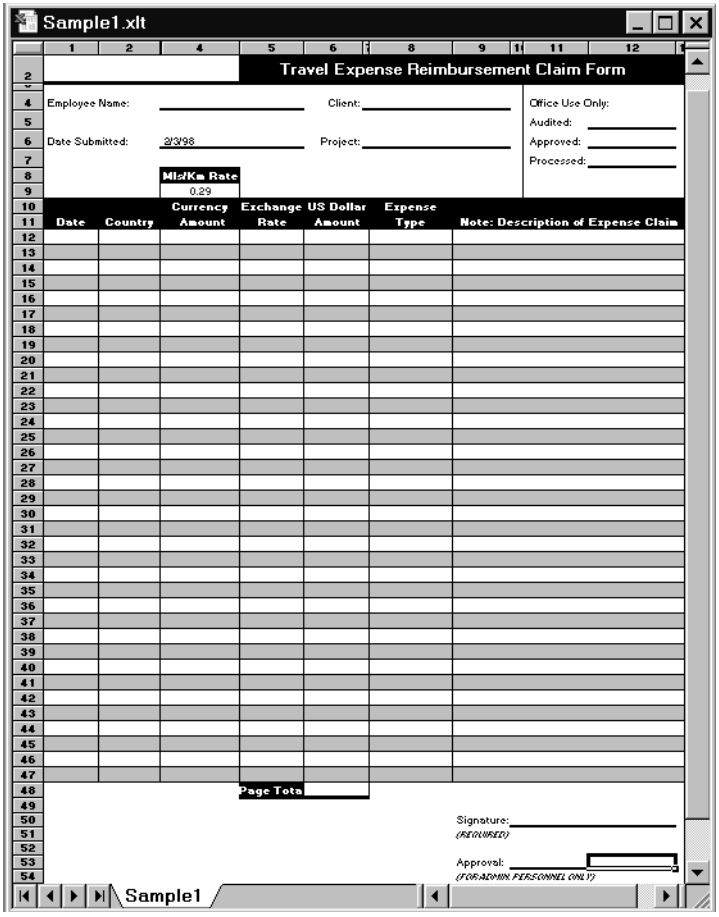


Appendix A
Expense Templates

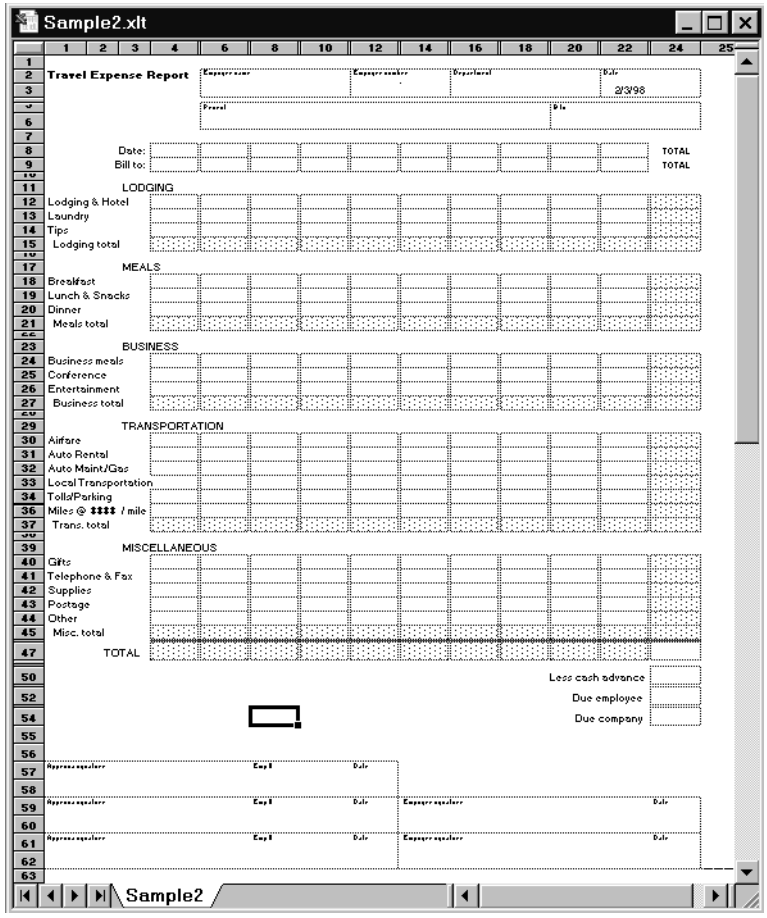
Introduction

This appendix provides illustrations of the four expense templates that come with the Symbol Palm Terminal Desktop software. You may use or modify any of these templates when creating expense reports with data from the Expense application.

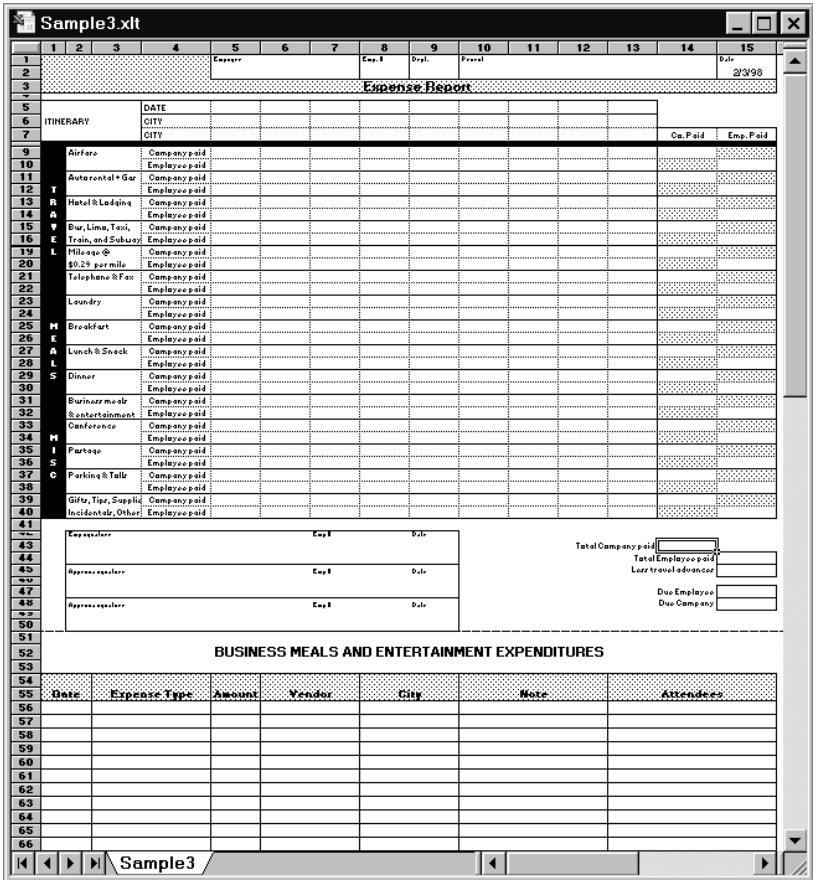
Sample 1


Sample1.xlt
Travel Expense Reimbursement Claim Form
Employee Name:
Client:
Office Use Only:
Audited:
Approved:
Processed:
Date Submitted:
2/3/98
Project:
Mile/Km Rate
0.29
Date
Country
Currency Amount
Exchange Rate
US Dollar Amount
Expense Type
Note: Description of Expense Claim
Page Tota
Signature:
(REQUIRED)
Approval:
(FOR ADMIN PERSONNEL ONLY)
Sample1

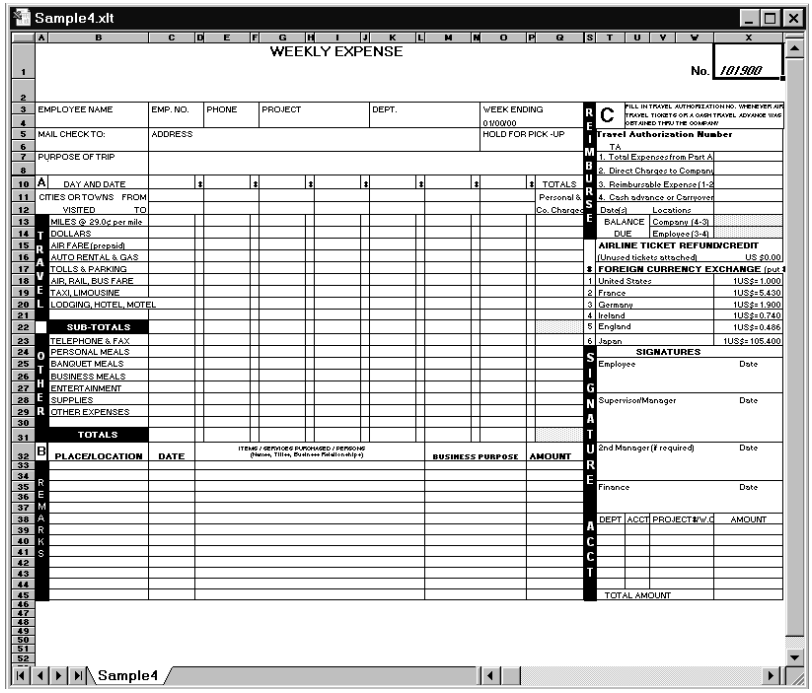
Sample 2

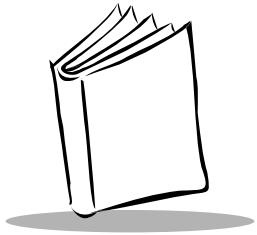

Sample2.xlt
Travel Expense Report
Date:
Bill to:
TOTAL
TOTAL
LODGING
Lodging & Hotel
Laundry
Tips
Lodging total
MEALS
Breakfast
Lunch & Snacks
Dinner
Meals total
BUSINESS
Business meals
Conference
Entertainment
Business total
TRANSPORTATION
Airfare
Auto Rental
Auto Maint/Gas
Local Transportation
Tolls/Parking
Miles @ #### / mile
Trans. total
MISCELLANEOUS
Gifts
Telephone & Fax
Supplies
Postage
Other
Misc. total
TOTAL
Less cash advance
Due employee
Due company
Sample2

Sample 3


Sample3.xlt
Expense Report
2/3/98
ITINERARY
DATE
CITY
CITY
Co. Paid
Emp. Paid
TRAVEL
MEALS
MISC
Airfare
Auto rental + Gas
Hotel & Lodging
Bus, Limo, Taxi, Train, and Subway
Mileage @ $0.29 per mile
Telephone & Fax
Laundry
Breakfast
Lunch & Snacks
Dinner
Business meals & entertainment
Conference
Postage
Parking & Tolls
Gifts, Tips, Supplies
Incidentals, Other
Company paid
Employee paid
Total Company paid
Total Employee paid
Less travel advances
Due Employee
Due Company
BUSINESS MEALS AND ENTERTAINMENT EXPENDITURES
Date
Expense Type
Amount
Vendor
City
Note
Attendees
Sample3

Sample 4


Sample4.xlt
WEEKLY EXPENSE
No. 101900
EMPLOYEE NAME
EMP. NO.
PHONE
PROJECT
DEPT.
WEEK ENDING
01/00/00
MAIL CHECK TO:
ADDRESS
HOLD FOR PICK -UP
PURPOSE OF TRIP
DAY AND DATE
TOTALS
CITIES OR TOWNS FROM
VISITED TO
Personal $
Co. Charges
MILES @ 29.0¢ per mile
DOLLARS
AIR FARE (prepaid)
AUTO RENTAL & GAS
TOLLS & PARKING
AIR, RAIL, BUS FARE
TAXI, LIMOUSINE
LODGING, HOTEL, MOTEL
SUB-TOTALS
TELEPHONE & FAX
PERSONAL MEALS
BANQUET MEALS
BUSINESS MEALS
ENTERTAINMENT
SUPPLIES
OTHER EXPENSES
TOTALS
PLACE/LOCATION
DATE
ITEMS / SERVICES PURCHASED / PERSONS
BUSINESS PURPOSE
AMOUNT
REMARKS
RETURN TO
Travel Authorization Number
TA
1. Total Expenses from Part A
2. Direct Charges to Company
3. Reimbursable Expense (1-2
4. Cash advance or Carrier
Date(s)
Locations
BALANCE DUE
Company (4-3)
Employee (3-4)
AIRLINE TICKET REFUND/CREDIT
(Unused tickets attached)
US $0.00
FOREIGN CURRENCY EXCHANGE
1 United States 1US$=1.000
2 France 1US$=5.430
3 Germany 1US$=1.900
4 Ireland 1US$=0.740
5 England 1US$=0.486
6 Japan 1US$=105.400
SIGNATURE
SIGNATURES
Employee
Date
Supervisor/Manager
Date
2nd Manager (if required)
Date
Finance
Date
ACCT
DEPT
ACCT
PROJECT #/W.O.
AMOUNT
TOTAL AMOUNT
Sample4



Appendix B
Creating a Custom Expense Report

Introduction

This section explains how to modify existing Expense application templates, and how to create your own custom expense report templates for use with the Expense application.

> **Note:** *This section assumes that you are familiar with Microsoft Excel or a similar spreadsheet application. If you are not familiar with Microsoft Excel, consult your company's Information Services department or another experienced user.*

About Mapping Tables

Before creating or modifying an Expense template, it's important to understand the function of Symbol Palm Terminal Desktop's Expense application. In simple terms, the Expense application is designed to move Expense data from your SPT 1700 terminal into a Microsoft Excel spreadsheet.

Each Expense item stored in your SPT 1700 terminal represents a group of related data. The following data can be associated with an expense item:

- Category
- Payment Currency
- Date
- Vendor

- Expense Type
- City
- Amount
- Attendees
- Payment Method
- Note.

When you perform a HotSync® operation between your SPT 1700 terminal and the Symbol Palm Terminal Desktop on your computer, the Expense data is stored on your computer (in a file named Expense.txt). When you open the Expense application in Symbol Palm Terminal Desktop, an Excel macro populates an expense template with your data based on the rules specified in a spreadsheet file named Maptable.xls.

The Maptable.xls file is an editable spreadsheet that functions as a "mapping table", which guideS the Excel macro in extracting the Expense data. The mapping table tells the Excel macro how large the spreadsheet is and provides the data-cell layout of the Excel template used for the Expense Report.

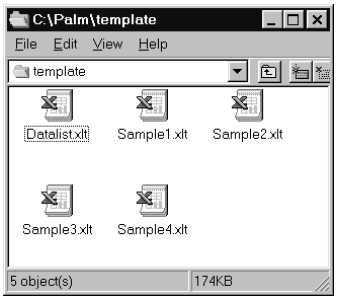
Customizing Existing Sample Templates

Four sample Expense Report templates come with the Symbol Palm Terminal Desktop. These templates are stored in the Templates folder (which is in the same folder as the Symbol Palm Terminal Desktop application).

If the layout of one (or more) of these templates is appropriate for your reporting needs, you can easily customize the templates with your company name and other information.

To customize a sample Expense Report template:

1. Make a backup copy of the contents of the Templates folder.



2. Double-click the name of the sample template you want to modify to open it in Microsoft Excel.
3. Make any changes that you want to the names (or other information) in the sample template.

   Important: *Do not* insert rows or columns in the sample template. Doing so changes the way your Expense data maps to the template and causes errors. If you want to move the cells to a different location or add or delete rows or columns, make changes to the Maptable.xls file.

Note: *You can insert your own company logo without changing the Maptable.xls file. However, if you change the file name, you need to make a corresponding change in the Maptable.xls file.*

You can also rename cells without changing the Maptable.xls file — provided that the expense type corresponds to your SPT 1700 terminal data. For example, you can change "Snack" to "Munchies" — then all items entered on your SPT 1700 terminal as "Snack" maps to the cell(s) labeled "Munchies."

4. Choose Save As from the File menu to open the Save As dialog.
5. Click the Save as type drop-down list and choose Template (*.xlt).
6. Navigate to the Templates folder (in the Symbol Palm Terminal Desktop directory).

Note: *If you do not need to change the Maptable.xls file, save the template file with its original file name (e.g., Sample2.xlt).*

If you *do* need to change the Maptable.xls file, give your modified template a unique name. Be sure to use the.xlt file suffix, which defines the file as a Microsoft Excel template.

7. Click the Save button to save your modified template and make it available for future use.

Note: *If you need to modify the Maptable.xls file, you must do this before you can use the modified template with your Expense data. To modify the Maptable.xls file for your new template, see Programming the Mapping Table on page B-6. Read all of the sections of this appendix before making changes to the Maptable.xls file.*

Determining the Layout of the Expense Report

This section describes the layout considerations for the Expense Report and explains the terms used for creating the report.

Labels

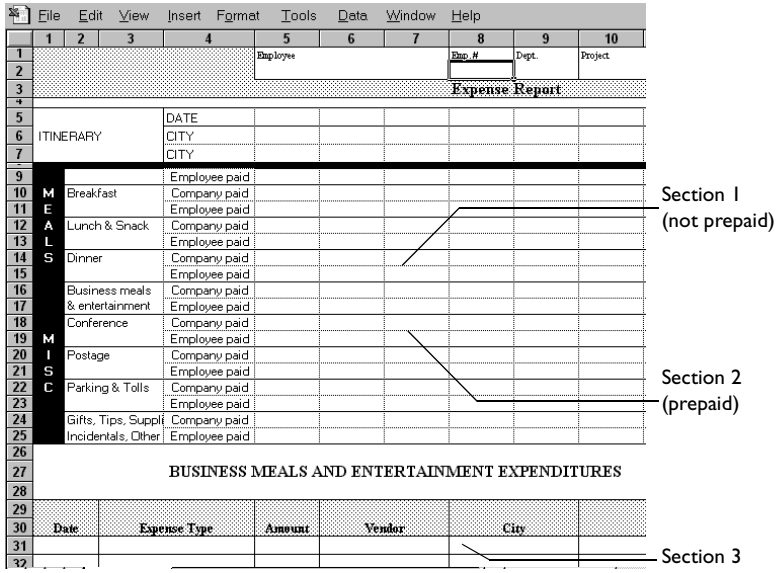
There are two kinds of labels you need to define for your report: day/date and expense type. Each kind of label can be either Fixed or Variable. A Fixed label means that the label *always* appears as a header at the beginning of a row or column. If a label is not Fixed, it is variable.

For example, a list table of expenses could have variable labels in the rows for day/date, and variable labels in the columns for expense type. In this case, neither day/date or expense type information would be "fixed" (as a header). Instead, the date and expense type information would be filled into the cells of the spreadsheet as appropriate.

Examples of both Fixed and Variable labels appear in the sample expense templates.

Sections

A Section is an area of the report that has common formatting. It is common for an Expense report to have more than one Section. For example, the following sample Expense Report named Sample3.xlt contains several Sections.



Because your Expense data maps to row and column areas of your final report, different Sections require different definitions for the data mapping. To create additional Sections with different mapping, create corresponding additional lines to the mapping table file named Maptable.xls. This procedure is explained later in this appendix.

If a section contains cells for prepaid (company paid) expenses, create an additional line in the mapping table for "prepaid." This will count as an additional section in the mapping table. The only data that differs in the prepaid section (from the non-prepaid section) is the row/column numbers for the expense type.

Analyzing Your Custom Expense Report

If you already have a custom Excel expense report, you can use it with a modified mapping table. However, before you can create a Maptable.xls file that corresponds to your custom Expense Report, you must first analyze the characteristics of your report.

Perform the following before you begin a custom mapping table:

- Print a copy of your custom expense report. Activate the Row and Column Headings option in the Sheet settings of the Page Setup command. This enables you to quickly

determine the size of the Section(s), as well as the numbers for the start rows and columns.

- On the printed copy, identify the data Sections. A Section is an area of data with common row and column formatting. A yellow highlighter marking pen can make it easy to see the Sections as you work with programming the mapping table. Your custom Expense Report can contain any number of Sections, and the same data can be repeated in any Section.
- On the printed copy, identify the type of Labels that apply to each Section. Each Section can have only one kind of Fixed or Variable Label for rows and each Section can have only one kind for columns.
- Place a copy of your custom Expense Report in the Templates folder (in the Symbol Palm Terminal Desktop directory). Change the file name so it has the file extension.xlt (which defines it as a Microsoft Excel Template). Make a note of the exact file name so it can be defined in the mapping table file.

Programming the Mapping Table

Once you have analyzed the components of your custom Expense Report, you can program the mapping table to fill the report with data from the SPT 1700 terminal.

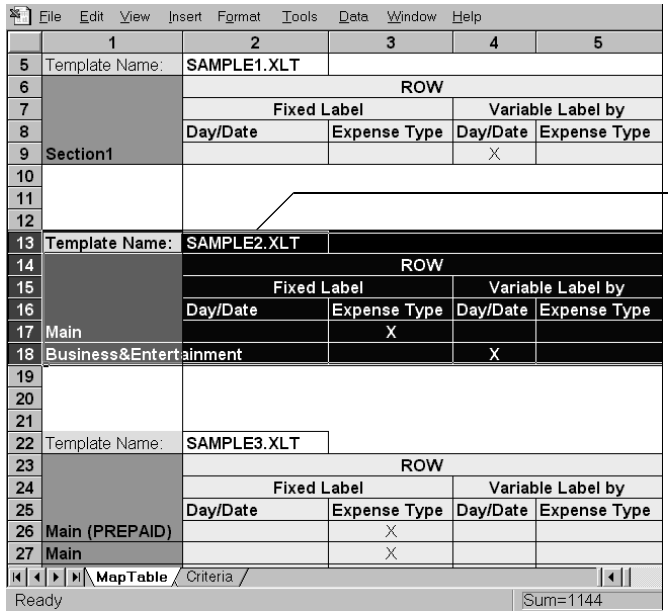
To program a new custom mapping table:

1. Open a copy of the Maptable.xls file in Microsoft Excel.

Note: *This file is located in the same folder as the Symbol Palm Terminal Desktop application. Make a backup copy of this file before you make your modifications.*

---

2. To map a new template, scroll to where you find the name of the original template that you chose for your modifications. The name of the template appears in column B of the Maptable.xls file, next to the cell highlighted in green that reads “Template Name:”. If you did not modify an existing template, move to any table in the Maptable.xls file.
3. Select all the *rows* associated with the template name. To select the rows, click and drag on the row numbers (left side), so they appear highlighted.



File Edit View Insert Format Tools Data Window Help

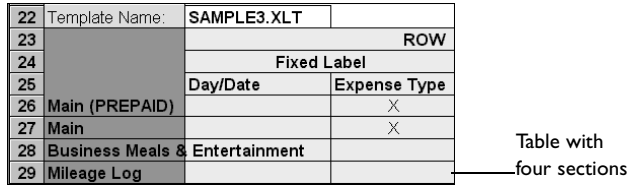
	1	2	3	4	5
5	Template Name:	SAMPLE1.XLT			
6		ROW			
7		Fixed Label		Variable Label by	
8		Day/Date	Expense Type	Day/Date	Expense Type
9	Section1			X	
10					
11					
12					
13	Template Name:	SAMPLE2.XLT			
14		ROW			
15		Fixed Label		Variable Label by	
16		Day/Date	Expense Type	Day/Date	Expense Type
17	Main		X		
18	Business&Entertainment			X	
19					
20					
21					
22	Template Name:	SAMPLE3.XLT			
23		ROW			
24		Fixed Label		Variable Label by	
25		Day/Date	Expense Type	Day/Date	Expense Type
26	Main (PREPAID)		X		
27	Main		X		

MapTable Criteria

Ready Sum=1144

All rows associated with template are selected

4. Choose Copy from the Edit menu.
5. Scroll down to a blank area of the Maptable.xls file (below the rows used for Sample4.xlt), and click on a row number to select a blank row.
6. Choose Paste from the Edit menu. A copy of the rows you selected in step 3 is pasted into the Maptable.xls file.
7. Name the table. In the cell immediately to the right of the cell entitled Template Name, enter the *exact* file name of your custom Expense Report template.
8. Define the number of Sections. Each row in a table defines how your SPT 1700 terminal data is placed in a Section of your custom Expense Report. Note that the prepaid portion of a section has its own row and counts as a separate section for map table purposes, *even though it is not a separate section in your template*.



22	Template Name:	SAMPLE3.XLT	
23		ROW	
24		Fixed Label	
25		Day/Date	Expense Type
26	Main (PREPAID)		X
27	Main		X
28	Business Meals & Entertainment		
29	Mileage Log		

Table with four sections

You may add or delete rows as necessary so that the total number of rows corresponds to the number of Sections in your custom Expense Report. To clear all of the existing settings in a row, click to select the row and press Ctrl+Delete. Name each row to correspond to a Section of your custom Expense Report.

9. Determine the Label settings. The orientation of the data fields (Row, Column) appears in the yellow section of the table.

SAMPLE1.XLT							
ROW				COLUMN			
Fixed Label		Variable Label by		Fixed Label		Variable Label by	
Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type
		X					X

Determine whether the **Rows** will contain expense or date information, and place an "x" in the appropriate cell. This also defines whether the label is Fixed or Variable. You can place only one "x" in the Row section (columns 2–5).

Determine whether the **Columns** will contain expense or date information, and place an "x" in the appropriate cell. This also defines whether the label is Fixed or Variable. You can place only one "x" in the Column section (columns 6–9).

10. Define the dimensions of the Section. The dimensions of the Section appear in the green columns (10–13).

# of Rows	# of Columns	Start Row	Start Column
36		12	1

of Rows Represents the total number of rows in the Section, excluding any header or total rows. In other words, this includes only the number of rows in the Section where your SPT 1700 terminal data will be placed.

of Columns Represents the total number of columns in the Section, excluding any header or total columns. In other words, this includes only the number of columns in the Section where your SPT 1700 terminal data will be placed.

Start Row The number of the first row of the Section that will be filled with your SPT 1700 terminal data.

Start Column The number of the first column of the Section that will be filled with your SPT 1700 terminal data.

11. Define the Dates and Intervals. The dates and intervals between dates appears in the light blue columns (14–17).

Date	Intervals Between		
Date	**Dates**	**Start day**	**Day**
1	0		

In the **Date** cell, enter the row or column number where all the date information will be placed.

In the **Dates** cell, enter the number of blank columns (or rows) separating the date fields. If there are no blank columns (or rows) between date entries, leave this number set to zero.

In the **Start Day** cell, enter the day of the week that starts the expense reporting period. Enter a three-character abbreviation for the day (e.g., Sun, Mon, Tue).

In the **Day** cell, enter the row or column number where all the day information will be placed. If the dates are in a row, enter the row number. If the dates are in a column, enter the column number.

12. Define whether the Section is in list format. This setting appears in the light purple columns (18–19).

Listing Format	**Expense Type**
YES	8

13. If the Section will present the data in a list format, enter the word "yes". Otherwise, enter the word "no". The following diagram shows data presented in a list format:

6	Date	Category	Type	Amount	Country	Payment Type
7						
8						
9						
10						
11						

If your section is in list format: enter the number of the row or column where the expense description will be placed in the Expense Type cell. Expense amounts can be entered in several different columns or rows if required by your template. *Expense type labels* must all appear in the same column.

14. Enter the row or column numbers for the expense types that appear in the Section. These settings appear in the aqua columns (20–48).

Expense Types					
Airfare	**Breakfast**	**Bus**	**Business Meals**	**Car Rental**	**Dinner**
4	4	4	4	4	4

For these settings, simply enter the row or column number for the expense types that you want to appear in the Section. Note that the same row or column number can be used more than once. An example of this would be meals that encompass breakfast, lunch, dinner and snacks. In the previous example, all expense items would be populated into row/column 4 of the custom Expense Report.

15. Complete the table. The remaining columns (49–57) in the table are used to define the column or row number that corresponds to the description.
16. Mark a Section for prepaid expenses (yellow column). If a row in the map table is for prepaid (company paid) expenses, type a "yes" in the cell on that Section's row. Type "no" in all the cells of this column that do not pertain to prepaid expenses.

57
PrePaid
NO
YES
NO

17. Repeat steps 9 through 15 for each Section that you have defined for your custom Expense Report.
18. Map Expense Report Options dialog (magenta section). The Expense Report Options dialog has five fields where you can fill in data for the header on your expense report. Use this section to specify the row and column on your template where this information will be mapped.

Employee Name		Department	
Header1Row	**Header1Col**	**Header2Row**	**Header2Col**
2	5	2	9

Because header data is not related to any particular Section, you have to fill in only one row. If the item does not appear on your template, leave these cells blank.

Using Applications Other Than Microsoft Excel

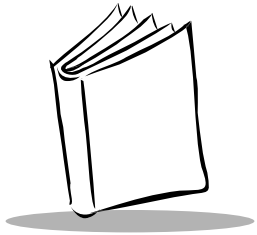
You can use applications other than Microsoft Excel (such as Lotus 1-2-3 or Quattro Pro) to open and manipulate the Expense data on your computer. The data file is named "Expense.txt," and is stored in the Expense folder, within the folder containing the SPT 1700 terminal user data.

Expense data in the Expense.txt file is in tab-delimited format.

Expense File Details

The Expense.txt file contains four groups of data. It is easier to see these four groups if you open the file with a spreadsheet application.

Trips	Shows the number of Expense application categories, and lists each one followed by an "end" statement.
Currency	Shows how many currencies were used for the Expense data, and lists the countries that correspond to that currency.
Trip	Shows the number of expenses by category, and lists the expenses for each category.
Expenses	Shows the total number of expenses, and lists them chronologically.



Appendix C
Non-ASCII Characters for Login Scripts

Introduction

The following information enables you to create custom login scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom login script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If you send ^*char*, and the ASCII value of *char* is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return. If char is a value between a and z, the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, the character sequence is not subject to any special processing.

For example, the string "Joe^M" transmits Joe, followed by a carriage return.

Carriage Return and Line Feed

You may include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr> Sends or receives a carriage return

<lf> Sends or receives a line feed

For example, the string “waitfor Joe<cr><lf>” waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

Literal Characters

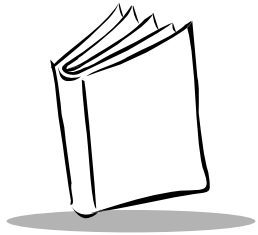
The backslash (\ ) character defines that the *next character* is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

\^ Includes a caret as part of the string

\< Includes a < as part of the string

\\ Includes a backslash as part of the string



Appendix D
The ScoutMTS Client

Introduction

The Scout Multi-Threaded Server (ScoutMTS) is a server-based synchronization system that integrates Palm OS devices into an enterprise network using TCP/IP technology. ScoutMTS enables multiple users to simultaneously synchronize data stored on wireless and handheld SPT 1700 terminals with enterprise data stored in back-end applications and databases.

Palm devices connect to a Scout server via a Scout Sync Client, an application installed on an SPT 1700 terminal. The Scout Sync Client is configured to identify a Scout host/server name, the command port used for client/server communications, and a user profile identification.

The Scout Sync Client maintains a list of Scout Conduits; each associated with an application. A Scout Conduit knows what actions to perform and how files and databases are processed during a synchronization session. The user specifies which conduits are synchronized during a Scout synchronization session.

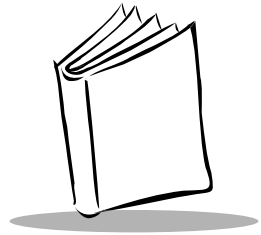
When the Scout Sync Client initiates communication with the Scout server, the server checks to see if the user profile exists. Once the profile is authenticated, the server activates a Scout Sync Service. The server starts the PalmSyncService, when a Palm device initiates a synchronization session.

The Scout Sync Client sends the server a list of conduits it wants to synchronize. The server passes this information along to the appropriate Sync Service. The Sync Service locates and starts the requested conduit(s). The conduit implements the entire synchronization logic, and relinquishes control back to the server via the Sync Service. Once the synchronization session is complete, the server sends the Scout Sync Client a log of the session and closes the connection.

In addition to performing a synchronization session, the Scout server is capable of updating the Scout Sync Client on the SPT 1700 terminal. The update can occur under two circumstances:

- when the user initiates the update via the Scout Update client, and application installed on an SPT 1700 terminal.
- if the Scout server determines that the device's version of the Scout Sync Client is out-of-date. The version is checked during a synchronization session. If the user initiates the update, he/she is prompted for the IP address of the Scout server and a user profile identification. If the update is initiated during a synchronization session, the user is asked is he/she wishes to update the Scout Sync Client.

For more information about ScoutMTS, please visit http://www.riverbedtech.com.



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What topics need to be added to the index?, if applicable _____

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